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## ELECTRONIC WORDS A GLOSSARY OF CONTEMPORARY LIBRARY TERMS

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Richland College Library <http://www.richlandcollege.edu/library/>

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**Acrobat PDF**—an electronic document format popular on the web because it retains the exact look of the original and can be easily produced. Free Acrobat Reader or plug-in is required to view. An alternative to HTML.

**Backbone**—a high-speed line or series of connections that forms a major pathway within a network.

**Bandwidth**—the amount of data that can be sent through a connection, usually measured in bits per second.

**Bookmarks/Favorites**—(also called “hot list”) a list of web addresses (URLs) that are frequently used. To view a bookmarked site, click on “Bookmarks,” or “Favorites,” then select the site from the list.

**Blog (weB LOG)**—a journal that is available on the web. The activity of updating a blog is “blogging” and someone who keeps a blog is a “blogger.” Blogs are typically updated daily, using software that allows people with little or no technical background to update and maintain the blog. Postings on a blog are almost always arranged in chronological order with the most recent additions featured most prominently.

**Boolean**—a way to combine terms for search engines using “AND,” “OR,” “NOT” and sometimes “NEAR.” AND requires all terms appear in a record. OR retrieves records with either term. NOT excludes terms. Parentheses may be used to sequence operations and group words (known as Nesting)

**Browse**—to follow links in a page, to shop around in a page, exploring what's there. It is a bit like window shopping. The opposite of browsing a page is searching it. When you search a page, you find a search box, enter terms, and find all occurrences of the terms throughout the site. When you browse, you have to guess which words on the page pertain to your interests. Searching is usually more efficient, but sometimes you find things by browsing that you might not find because you might not think of the “right” term to search by.

**Browser**—a program used to view information on the World Wide Web. Netscape and Internet Explorer are currently the two most popular browsers.

**Domain Name**—the unique name that identifies an Internet site consisting of at least 2 or more parts, separated by dots. Same as Host Name.

**Download**—to save information to a diskette. You may download text, graphics, sounds, etc. Pick up a copy of the “How to Download” helpsheet at the Reference Desk or in L126.

**DVD**—(Digital Versatile Disc or Digital Video Disc) a type of CD-ROM that can store a larger amount of data.

**Fire Wall**—a combination of hardware and software that separates a network into two or more parts for security purposes.

**Flash Drive**—See *USB Flash Drive* below.

**GIF**—(Graphics Interchange Format) a widely used method of compressing image files such as photographs and graphics. See also *JPEG*.

**Hit**—a way of counting the number of visitors a web page receives. Also used to refer to the number of sites returned by a search engine as the result of an Internet search.

**Home page**—a starting point for accessing resources on the World Wide Web (<http://www.dcccd.edu/lrc/rlib.htm> is the home page for the Richland College Library).

**Host**—any computer on a network that is a repository for services available to other computers on the network.

**HTML**—(hypertext markup language) a system of codes (“tags”) added to text documents that turn them into hypertext documents which can be read by browsers and published on the World Wide Web.

**HTTP**—(hypertext transfer protocol) the set of standards used by computers to communicate and share files with each other. HTTP was developed in 1990 at the European Laboratory for Particle Physics (CERN) in Geneva Switzerland, as a way for scientists around the world to share data quickly and inexpensively (part of the full URL for a page is *http://...*).

**Hyperlink**—a link in one document that will take you to another document or another location within the same document; hyperlinks are usually highlighted or underlined. Click on the hyperlink and you will go to that URL. See also

**link rot**.

**IMAP**—(Internet Message Access Protocol) is gradually replacing POP as the main protocol used by email clients in communicating with email servers. **Internet**—an international network of computer networks that connects schools, libraries, governments, companies, research institutions, and individuals. Popularly referred to as the “Information Superhighway.”

**Intranet**—a private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that are only for internal use.

**Inter-Library Loan (ILL)**—library material borrowed by your library from another library for you is called an Interlibrary Loan. DCCCD students, faculty, and staff can request to borrow materials not owned by DCCCD from the opening page of the Library Catalog. ILL materials can take several weeks to arrive, so request items needed from other libraries early in the semester.

**IP Number**—a computer's unique address consisting of 4 parts separated by dots. Every machine on the Internet has a unique IP address.

**ISP**—short for “Internet Service Provider,” like sbcglobal.net or comcast.net.

**Java**—a programming language that can create self-running applications (applets) that can be incorporated into a web page to make it interactive.

**JPEG**—a method of compressing image files (see also *GIF*) developed by the Joint Photographic Experts Group.

**Keyword search**—a way of searching in which one or more words are entered into the search box of a search tool. Simple keyword searches can sometimes be enhanced by using special features specific to the search tool. On the Internet this includes double quotes, +/-, or limiting to title field. Keyword searches in the library catalog can be improved by utilizing truncation, Boolean operators, and nesting. Keyword searches retrieve words in any order. Compare with *Subject heading search*.

**Library 2.0**—the application of Web 2.0 concepts to library services.

**Limiting to a Field**—requiring that a keyword or phrase appear in a specific field of documents retrieved. Most often used to limit to the “Title” field in order to find documents primarily about one or more keywords. (Can be used for other fields.)

**Link**—see *hyperlink* above.

**Link rot**—a term used to describe the problem caused by the changing in URLs. Frequently, files are moved to new computers, the site is discontinued, or the file structure of the computer system changes. When you click on a link and get an error message that the URL is not found you may have to search for the site by using a search engine. Sometimes the site can no longer be located.

**Login**—the non-secret account name used to gain access to a computer system.

**Maillist (Mailing List)**—a (usually automated) system that allows people to send e-mail to one address, whereupon their message is copied and sent to all of the other subscribers to the maillist for the purpose of forming a discussion group.

**Metasearch engine**—a type of Internet search tool which allows the searcher to enter a single search statement and capture the results from many search engines all at once.

**Modem**—a device that connects a computer to a phone or cable line that allows the computer to talk to other computers through the phone or cable system.

**Nesting** — A term used in *Boolean searching* to indicate the sequence in which operations are to be performed. Enclosing AND or OR searches in parenthesis identifies a group or "nest."

**Netiquette**—Internet etiquette.

**Network**—a group of computers that are connected to each other through cables, telephone lines, or satellite links so they can share information.

**NIC**—(network interface card) an adapter circuit board installed in a computer to provide a physical connection to a network.

**OPAC**—online public access catalog. The library's primary database containing bibliographic records for each book and media item in the collection. The bibliographic record contains author, title, imprint, subject headings, and physical description, location and circulation status.

**PDF** — (Portable Document Format) a file format developed by Adobe Systems, that is used to capture almost any kind of document with the formatting in the original. Viewing a PDF file requires Acrobat Reader, which is built into most browsers and can be downloaded free from Adobe.

**Phrase search**—a way of entering a search statement (usually with double quotes " ") so that only the exact words entered are retrieved in precisely the same order as keyed with no intervening words. Also called an exact search or a "character string" search.

**PIN** – (Personal Identification Number) usually used in combination with a log-in account name for access to secure information on a computer.

**PNG**—(Portable Network Graphics) a graphics format specifically designed for use on the World Wide Web. PNG enable compression of images without any loss of quality, including high-resolution images. Another important feature of PNG is that anyone may create software that works with PNG images without paying any fees - the PNG standard is free of any licensing costs. See also: *GIF, JPEG*

**Popularity Ranking (of search results)** — Some search engines rank the order in which search results appear primarily by how many other sites link to each page (a kind of popularity vote based on the assumption that other pages would create a link to the "best" pages). Google is the best example of this

**Proximity searching**— the use of ADJACENCY features to improve the quality of keyword searches.

**Proxy Server**— a server between a client application, such as a Web browser, and a real server. It intercepts all requests to the real server to see if it can fulfil the requests itself. If not, it forwards the request to the real server. Proxy servers have two main purposes: improve performance and filter requests.

**RTF (Rich Text Format)** — a file format that uses the ASCII character set when encoding text so that a document keeps text formatting and document structure when transferred between platforms or over the internet. Uses the .rtf file extension. See also: *ASCII*

**Search engine**—a computer program that creates indexes of sites based on the titles of files, keywords, or the full text of files. You may use a search engine, like Google, AltaVista or Excite, to help locate sites related to a topic. Compare to *Subject directory*.

**Server**—a computer that manages and delivers information to the users on a network. When the Richland server is "down," you cannot access the Internet. When a server that stores a document or web page that you are trying to access is "down" you will get an error message.

**Site**—a place or set of pages on the World Wide Web.

**Social Networking**—meeting, connecting, and sharing information with other people through online sites like MySpace and Delicious.com.

**Sponsor (of a Web page or site)** — organizations, businesses, institutions like universities or nonprofit foundations, or other interests which "sponsor" the Web page. Frequently you can find a link titled "Sponsors" or an "About us" link explaining who or what (if anyone) is sponsoring the page. Sometimes the advertisers on the page (banner ads, links, buttons to sites that sell or promote something) are "sponsors." Sponsors and the funding they provide may, or may not, influence what can be said on the page or site.

**Stop Words** — used in database searching. "Stop words" are small and frequently occurring words like "the," "and," "or," "in," "of" that are often ignored when keyed as search terms. Sometimes putting them in quotes " " will allow you to search them. In Google, + immediately before stop words makes them searchable.

**Subject directory**— an Internet search tool organized like a bookstore with subject terms hierarchically grouped. May be browsed or searched by keywords. Subject directories are smaller than other searchable databases, because of the human involvement required. Compare to *Search engine* and *Metasearch engine*.

**Subject heading search**—a way of searching in which only terms specifically assigned to a given work are utilized. In the library catalog, for example, only terms occurring in the subject field are included. Compare to the keyword search in which all or most words in a record might be included. Hits from a subject heading search are usually more focussed, while those from a keyword search are more extensive.

**Subscription databases**—databases which – though they may be delivered on the Internet – are not free but are paid for out of the library's budget. Most items – including many full text magazine and newspaper sources – can be accessed from the Online Databases page and are only available to staff and currently enrolled students.

**Truncation**— In a search, the ability to enter the first part of a keyword, insert a symbol (usually \*), and accept any variant spellings or word endings, from the occurrence of the symbol forward. (E.g., femini\* retrieves feminine, feminism, feminist, etc.) Popularly known as a wild card.

**URL**— (Uniform Resource Locator) a unique address of a specific site on the World Wide Web

**USB**— (universal serial bus) a standard port that enables you to connect external devices (such as digital cameras, scanners, flash drives and mice) to computers.

**USB Flash Drive** — A small, portable flash memory card that plugs into a computer's USB port and functions as a portable hard drive with up to 2GB of storage capacity. USB flash drives are touted as being easy-to-use as they are small enough to be carried in a pocket and can plug into any computer with a *USB drive*. *USB flash drives* have less storage capacity than an external hard drive, but they are smaller and more durable because they do not contain any internal moving parts.

**USENET** — a worldwide bulletin board system that can be accessed through the Internet or through many online services. The USENET contains more than 14,000 forums, called *newsgroups*, which cover every imaginable interest group.

**Web page**—a document designed for viewing in a web browser. Typically written in HTML. A web site is made of one or more web pages

**Webmaster/Web Goddess**—the person who creates and maintains a site on the World Wide Web.

**Website**—the entire collection of web pages and other information (such as images, sound, and video files, etc.) that are made available through what appears to users as a single web server. The term has a somewhat informal nature since a large organization might have separate "web sites" for each division, but someone might talk informally about the organizations' "web site" when speaking of all of them

**Wi-Fi (Wireless Fidelity)**—a popular term for a form of wireless data communication, basically Wi-Fi is "Wireless Ethernet".

**Wiki**— A collaborative Web site comprised of the perpetual collective work of many authors. Similar to a blog in structure and logic, a wiki allows anyone to edit, delete or modify content that has been placed on the Web site using a browser interface, including the work of previous authors.

**Word Variants** — Different word endings (such as -ing, -s, -es, -ism, -ist, etc.) will be retrieved only if you allow for them in your search terms. One way to do this is TRUNCATION. Another way is to enter the variants either separated by BOOLEAN OR (and grouped in parentheses). In +REQUIRE/ -REJECT non-Boolean systems, enter the variant terms preceded with neither + nor -, because this will allow documents containing any of them to be retrieved.

**World Wide Web** — a collection of resources which can be accessed via a web browser, like Netscape or Internet Explorer; also referred to as WWW, W3, or the Web.