

Glossary of Library terms

Remote Acces / Open Access (*Accès distant / Accès libre*)

- **Remote Access:** access paid electronic resources (articles, digital books, databases) from anywhere, including outside the library, by authentication.
- **Open Access:** access to electronic resources that can be consulted online, free of charge.

Bibliographic Portal (*Portail bibliographique*)

A bibliographic portal is an online interface that provides access to various bibliographic resources. It often includes library catalogs, databases, electronic journals, and other search tools.

Call Number (*Cote*)

A call number is a code made up of letters and numbers that indicates the exact location of a document on the shelves.

Catalog (*Catalogue*)

The catalog is a computerized tool that allows users to search for and locate documents (books, journals, etc.). In some cases, it also provides access to electronic resources.

Copy (*Exemplaire*)

A copy is an individual version of a document, such as a book, magazine, or newspaper. It can be either a physical (printed) or digital (electronic) format. Libraries may have multiple copies of the same document.

Database (*Base de données*)

A database is an organized collection of information or data. In libraries, it groups and organizes digital resources such as articles, books, magazines, images, and videos in digital format.

Document (*Document*)

A document is any medium that contains information. This can include books, articles, journals, reports, theses, films, audio recordings, etc.

Documentary research (*Recherche documentaire*)

Documentary research is the process of searching for, identifying, and gathering relevant information or documents on a specific topic using tools and resources such as catalogs, databases, search engines, and others.

E-journal package (*Bouquet de revues*)

An e-journal package is a set of electronic journals grouped together by a publisher or content provider, usually offered as a global subscription. These packages provide access to a diverse collection of journals, often covering multiple disciplines or subject areas.

Electronic Resource (*Ressource électronique*)

An electronic resource refers to information accessible online. This includes databases, e-books, online journal articles, videos, software, and more.

Index (*Index*)

An index is an alphabetical list of concepts, names, or subjects mentioned in a document, along with the corresponding page numbers where they appear.

ISSN

The ISSN is an International Standard Serial Number used to uniquely identify a periodical publication, such as a journal, magazine, or any other type of serial. It consists of eight digits, sometimes preceded by the code "ISSN".

Keyword / Topic Word (*Mot-clé / Mot-sujet*)

- **Keywords** are terms that describe the content of a document. They are chosen by users when searching library catalogs or databases.
- **Subject words** are standardized terms assigned by information professionals to describe the content of a document in a consistent and standardized way, facilitating the search and retrieval of documents on a given subject.

Monograph (*Monographie*)

A monograph is a work focused on a single subject or a specific aspect of a subject, typically written by one or more authors. Unlike serial or periodical publications, a monograph is published as a single volume or a limited set of volumes.

Periodical (*Périodique*)

A periodical is a publication that is released at regular intervals (daily, weekly, monthly, quarterly, annually, etc.), such as newspapers, magazines, scientific journals, and more.

Periodical collection status (*État de collection*)

Periodical collection status refers to the detailed inventory of issues of a periodical held by the library. It includes information about available volumes and issues, any gaps (missing issues), and formats (paper, electronic).

Plagiarism (*Plagiat*)

Plagiarism is the act of presenting another person's work or ideas as your own, without giving proper credit to the original author. It is a serious offense in academic and professional circles.

Reader account (*Compte lecteur*)

The reader account is a personal online space where you can view your current loans and manage your library activity.

Record (*Notice*)

In a library catalog, a record is a detailed description of a document. It contains bibliographic information such as the title, author, publisher, date of publication, abstract, and sometimes subject words.

Relevance (*Pertinence*)

Relevance in search results refers to the match between the results obtained and the user's needs or expectations.

Return box (*Boîte de retour*)

Documents can be returned outside library hours using the return box, typically located near the library entrance.

Self-service machine (*Automate de prêt*)

A self-service machine is a terminal that allows you to borrow, return, or extend documents independently.

Store (*Magasin*)

In a library, a store is a storage area for documents that are not directly accessible to the public but can be consulted upon request.

Source (*Source*)

A source is a document or medium used to obtain data or information. Sources can be **primary**: original documents, testimonials, or works of art, **secondary**: analyses, critiques, or commentaries, **tertiary**: reference works such as encyclopedias or dictionaries.

Suggestion book (*Cahiers de suggestions*)

The suggestion book is available for users to submit suggestions or requests for improving services, acquiring documents, or the general operation of the library. It can also be submitted online.

Table of contents (*Table des matières*)

A table of contents is an organized list of the sections and subsections of a document, typically located at the beginning of the book. It helps you visualize the structure of the content and quickly navigate to a specific section. It can also provide an overview of the book's main topics.