

## Glossary of Library terms

### Remote acces / Open access (*Accès distant / Accès libre*)

- **Remote access:** ability to use paid electronic resources (articles, e-books, databases) from outside the library through authenticated login.
- **Open access:** online access to scholarly or informational resources that are freely available without subscription.

### Bibliographic portal (*Portail bibliographique*)

An online interface giving access to various bibliographic resources such as library catalogs, databases, electronic journals, and other search tools.

### Book drop (*Boîte de retour*)

A secure box usually located near the library entrance, allowing users to return borrowed materials outside library opening hours.

### Call number (*Cote*)

A combination of letters and numbers that indicates the precise location of an item on the library shelves.

### Catalog (*Catalogue*)

A digital tool used to search for, locate documents (books, journals, etc.). In some cases, it also provides access to electronic resources.

### Copy (*Exemplaire*)

A single physical or digital version of a document (book, magazine, newspaper, etc.). A library may own several copies of the same title.

### Database (*Base de données*)

A structured 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*)

Any medium containing information: books, articles, reports, theses, films, audio recordings, and more.

### Documentary research (*Recherche documentaire*)

The process of searching for, identifying, evaluating, and collecting relevant documents or information using catalogs, databases, search engines, and other tools.

### E-journal package (*Bouquet de revues*)

A bundle of electronic journals offered as a group by a publisher or provider, typically accessed through a subscription covering multiple disciplines.

### Electronic resource (*Ressource électronique*)

Any information source accessible online: databases, e-books, e-journals, online videos, software, etc.

### Index (*Index*)

An alphabetical list of names, subjects, or concepts mentioned in a document, pointing to the pages where they appear.

## ISSN

The **International Standard Serial Number** (ISSN) uniquely identifies serial publications such as journals or magazines. It consists of eight digits, often preceded by "ISSN".

## Keyword / Subject heading (*Mot-clé / Mot-sujet*)

- **Keywords:** terms freely chosen by users to describe the content they are searching for.
- **Subject headings:** standardized terms assigned by librarians to ensure consistent description and retrieval of documents.

## Monograph (*Monographie*)

A work dedicated to a single subject, written in one or several volumes, and not issued periodically.

## Periodical (*Périodique*)

A publication issued at regular intervals (daily, monthly, quarterly, etc.), such as newspapers, magazines, or scholarly journals.

## Periodical collection status (*État de collection*)

The detailed record of the volumes and issues of a periodical held by the library, including missing issues and available formats (print or electronic).

## Plagiarism (*Plagiat*)

Presenting someone else's work or ideas as your own without proper acknowledgment. It is considered academic misconduct.

## Reader account (*Compte lecteur*)

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.

### Self-checkout machine (*Automate de prêt*)

A terminal that allows you to borrow, return, or extend documents independently.

### Storage (*Magasin*)

A non-public area where documents are kept when they are not on open shelves; items stored there can be retrieved on 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*)

A tool, physical or online, allowing you to propose improvements, suggest acquisitions, or comment on library services.

## Table of contents (*Table des matières*)

A structured list of chapters, sections, or parts of a document, usually at the beginning, helping users navigate and understand the structure and main topics.