**Library Lingo 101**

# Whether you are a patron, volunteer or visitor to a library, understanding library lingo isn’t always easy. The alphabetical listing below provides you with some of the terms you may encounter and their definitions.

**Abstract -** A brief summary of an article or a book that includes bibliographic information such as author, title, source, subject headings or descriptors, etc.

**Accession Number -** A unique number or combination of letters and numbers that are assigned to each record in a database**.**

**Almanacs -** Annual publications that contain calendars, facts, statistics, and other miscellaneous information.

**American Association of School Librarians (AASL) -**  A division of the American Library Association (ALA) since 1951. The mission of the American Association of School Librarians is to advocate excellence, facilitate change, and develop leaders in the school library media field.

**American Library Association (ALA)** - The oldest and largest national library association in the world. It is headquartered in Chicago, IL; and maintains an office in Washington, D.C. Its primary publication is American Libraries.

**Annotated Bibliography -** A list of works with descriptions and a brief summary or critical statement about each.

**Annotation -** A note that describes, explains, or evaluates a particular document.

**Antiquarian Books** - A loose term implying collectible books rather than used books. Refers to old, rare, and out-of-print books.

**Article** - A contribution written for publication in a journal, magazine or newspaper.

**Atlases –** An atlas is a collection of maps in book form.

**Archives -** An organized body of documents made or received in connection with the function of the institution or the library. Archives are maintained and preserved as a part of the record-keeping process and usually collected in a separate physical location.

**Audiovisual -** Information in a non-print format. Includes films, slides, audiotapes, videocassettes, records, software. Also called **media**.

**Authentification** – The process of identifying an individual for online access usually based on a username and password.

**Authoritative -** Material that is supported by evidence and accepted by most authorities in the field.

**Autobiography** - A book about a person's life written by that person.

**Barcodes -** Are numbers on computer-readable strips which are placed in/on library materials (books, periodicals, CDs, DVDs, etc.) to identify them and to allow us to maintain a record of items which are checked out. The barcode is used to charge, discharge, and renew books on the online computer system.

**Bibliography -** A list of books, periodical articles, government documents, or other materials systematically arranged by author, title, date and place of publication, publisher, details of edition, and page numbers. Published bibliographies on specific subjects are often found in the reference collection.

**Biography –** A book about a person's life written by some other person.

**Blog –** Short for web log. A blog isa Web site containing the writer's or group of writers' own experiences, observations, opinions, etc., and often having images and links to other Web sites.

**Board of Trustees** – A group of volunteers who act in the best interest of the library. There are two types of boards. **Advisory boards** assist libraries that are town departments with policy implementation, long range planning and other big picture issues. **Governing boards** have full administrative authority over not-for-profit libraries.

**Book Review -** An evaluation or discussion of a new book by a critic or journalist.

**Boolean Logic – Boolean logic refers to the logical relationship among search terms. The Boolean search operators are** AND, OR, and NOT. These help to broaden or narrow search results.

**Bound Periodical** - A hardback volume containing several issues of a periodical title.

**Browser** – A **web browser** is a software application for retrieving, presenting, and traversing information resources on the Internet.

**Call Number vs. Subject Heading** – A book, etc., only has one call number because it is used for shelf location, while an item may have multiple subject headings to describe its contents.

**Card Catalog** – In many libraries it was formerly, a wooden drawer unit which contained descriptions of book information on cards filed by author, title, and subject. Today most libraries have replaced this drawer unit with a computer system. The computer catalog provides the same information the card catalog did, and is available for patrons at computer stations in the library. This is also called an OPAC or an Online Public Access Catalog. Many libraries make their card catalog available from their library web page today.

**Catalog record -**  Found in the library catalog, this includes all information on any given library item, including a description of the item, author, title, subject headings, notes, and the call number.

**Cataloging** – The process of describing materials so that they can be easily located by patrons or staff.

**CD-ROM -**  A computer-based format that means Compact Disk-Read Only Memory and is used for storing and retrieval of information using a CD player and a personal computer. The information on a compact disk is in a Read Only format and cannot be amended or altered by the user.

**Call Numbers** - A combination of numbers or letters and numbers that indicates the address or location of an item in the library. Materials in the library are organized by call number into specific groups according to the Library of Congress (LC) classification system or the Dewey Decimal System. Most public libraries use the Dewey Decimal System.

**Carts (and/or trucks)**- Wheeled shelving units that are used to hold and transport books.

**Censorship** - The act of suppressing speech or ideas which may be considered objectionable. Libraries work against censorship by striving to present collections which represent both sides of a topic.

**Circulation Desk -** The service desk where books and other materials are loaned or checked out.

**Check out or Charge -** To borrow books or other materials from the Library for a certain period of time.

**Circulate -** Materials which can be charged are said to circulate.

**Circulating vs. Non-Circulating – Materials that can be borrowed by a patron and taken out of the library are circulating items. Library materials, such as reference books and periodicals, which can be used by patrons but not taken out of the library, are non-circulating items.**

**Citation -** A reference to an item (such as a book or article). A citation contains the author, title, date of publication and any other information needed to locate the item.

**Citation Tracing -** A method of locating additional sources by looking at the citations found in a source you already have.

**Classification Scheme** - A system used to organize library materials. The classification scheme a library uses determines the type of call number you will see. The majority of public libraries use the Dewey Decimal Classification Scheme; some Universities and college libraries use the Library of Congress or the U.S. Government's Superintendent of Documents Classification systems.

**Contemporary Materials** - Information produced during the same time period that an event occurred.

**Controlled Vocabulary** - A set of preferred terms used by an index or database. There is usually a published listing or thesaurus which identifies the system's vocabulary. Example: Library of Congress Subject Headings (used by most libraries)

**Cross Reference** - Word or heading that directs you to other appropriate words or headings used in the book, index, or catalog.

**Database** - A searchable computer file of records containing information such as citations, abstracts, full text, or other information.

**Dewey Decimal Classification System** - A method developed in the nineteenth century by Melville Dewey to classify and shelve items by using numbers to represent subject content. Dewey divides knowledge into ten main classes, with further subdivisions, accompanied by decimal notation. It is one of the two main classification schemes in the world used to designate a logical, numerical location for a book, etc., on a library shelf. Dewey Decimal Classification numbers look like this: 808.0 FAR

**Dictionary** - Source that provides word definition and correct grammatical usage. Dictionaries may either be general or subject specific.

**Digital Library -** A collection of electronic resources, accessible through the World Wide Web. Digital libraries often contain electronic versions of books, photographs, videos that are owned by a "physical" library.

**Digital Reference** - A service provided by librarians over the Internet that allows you to ask reference questions from anywhere. Digital reference includes chat reference, Ask a Librarian and e-mail reference. Also known as Virtual Reference.

**Directory -** A systematically organized list of persons, businesses, organizations, or associations that provides addresses, affiliations, telephone numbers, and similar information**.**

**Discipline** - Organized field of learning dealing with basic subject areas into which all knowledge can be divided. Some major disciplines are Sciences, Social Sciences, and Humanities.

**Download -** To transfer data or program files from a central computer to another l computer or storage device.

**Due Date -** The date by which borrowed materials should be returned.

**ebook** – An ebook (also, eBook, e-book), sometimes called an electronic book, is an electronic or digital equivalent of a conventional printed book.

**Editorial** - An article expressing an opinion on a current matter.

**E-mail (electronic mail) -** A method of sending and receiving messages through a computer.

**ereade**r- An e-book reader, also called an e-book device or e-reader, is a portable electronic device that is designed primarily for the purpose of reading digital books and periodicals

**Encyclopedia** - General information source containing information on all branches of knowledge (Example: Encyclopaedia Britannica) or a specific subject (Example***:*** Encyclopedia of Psychology). Encyclopedias may be in one volume or several volumes. They can be in actual book format or part of an electronic database.

**E-Rate -** Is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

The program provides discounts to assist most schools and libraries in the United States (and U.S. territories) to obtain affordable telecommunications and Internet access. It is one of four support programs funded through a Universal Service fee charged to companies that provide interstate and/or international telecommunications services.

The Schools and Libraries Program supports connectivity - the conduit or pipeline for communications using telecommunications services and/or the Internet. Funding is requested under four categories of service: telecommunications services, Internet access, internal connections, and basic maintenance of internal connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from 20% to 90% of the costs of eligible services. Eligible schools, school districts and libraries may apply individually or as part of a consortium.

**Export –** To pull data from a program (like a library catalog or research database) and save it to a data file.

**Entry** - An item or fact that has been "entered" (placed on a list or into a catalog, index, or database).

**Essay** - A literary composition in which the author analyzes or interprets a subject, often from a personal point of view.

**Evaluation** - A critical assessment of an information source.

**Fiction -** Any story that is the product of imagination rather than a documentation of fact. Characters and events in such narratives may be based in real life but their ultimate form and configuration is a creation of the author. Geoffrey Chaucer's *The Canterbury Tales,* Laurence Sterne's *Tristram Shandy,* James Patterson’s *Along Came a Spider* and Margaret Mitchell's *Gone with the Wind* are examples of fiction.

**Field** - 1) A part of a database record that contains one piece of information. For example, the author field would contain the name of an author. 2) an area of study. Example: law, business, education, etc.

**Finding aid** - A source, such as an index or database, that provides citations to books, articles, and other materials. A finding aid will help you locate materials on a particular topic.

**Fine -** The amount of money that is owed if borrowed materials are not returned by the due date.

**Filters** – In database searching, filters work like limits to a search, but are used to narrow a results list by specifying ranges (like dates) or types of data (journal, book, newspaper) to include or exclude.

**Focus** - The central point on which a paper is based.

**Format** - The physical form in which information appears. Examples include paper, microfilm, electronic database (digital), microfiche, etc.

**Friends of the Library** – A group of volunteers organized with tax – exempt status [501(c)3] who help the library in various ways. Individuals may perform various tasks in the library such as circulation. The group may fundraise in order to supplement the library’s budget. Funds raised by the friends group should be used for projects approved by the library director.

**Full text** - a digital (computerized) version of the entire text of an article, book, etc.

**Gazetteer -** Isa dictionary of geographical information and data about places.

**General Information Sources** - Sources which offer general or background information. General information sources include handbooks, encyclopedias, and dictionaries.

**Genre –** Isa type or category of literature or film marked by certain shared features or conventions. The three broadest categories of *genre* include poetry, drama, and fiction. These general *genres* are often subdivided into more specific *genres* and *subgenres*. For instance, precise examples of *genres* might include murder mysteries, westerns, sonnets, lyric poetry, epics, tragedies, etc. Many bookstores, video stores and some libraries divide their books or films into *genres* for the convenience of shoppers/patrons seeking a specific category of literature.

**Government Documents** - Publication created by a government, including hearings, reports, treaties, periodicals, and statistics.

**Handbook** - A general information source that provides concise information on a given subject.

**Hits** - The number of records that are returned from a search in a database.

**Hold -** A hold allows a person to acquire material that is either currently checked out or is lost. A hold is placed on a book at the circulation desk. When the material is returned or found, the person placing the hold can receive a copy. Material can also be gotten through interlibrary loan by placing a hold.

**Holdings** – All the materials, in various formats, owned by a library.

**Index** - Points to where information can be found. 1) A finding aid that arranges (by author, title, or subject) citations to articles from a selected group of periodicals. 2) A listing at the end of books, encyclopedias, etc. that indicates by author, title and/or subject the location of information within the book or encyclopedia.

**Information Commons** - The idea of the information commons as a space for students to gather and work with technology has been with us for over a decade now. Carving out these areas has allowed many libraries to remain relevant in the academic lives of students and the pursuit of lifelong learning opportunities for adult patrons. Just as libraries have historically provided reading rooms for users to access and work with print collections, they now provide common spaces for them to access and work with digital collections. The information commons is a natural extension of the library's traditional mission in a wired world.

**InforME** (Information Resource of Maine) - Is the Internet gateway for businesses and citizens to interact with government electronically.

**Intellectual Freedom** - The right to freedom of thought and of expression of thought. It is a core value of libraries. The American Library Association's *Intellectual Freedom Q & A* defines intellectual freedom as: "[T]he right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. .... Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.

**Interlibrary Loan** (**ILL)** **-** A service that allows you to borrow materials (book, DVD, audio book, journals, etc.) not owned by your library from another library.

**Internet** - The largest computer network in the world which links local networks operated by universities, governments, non-profit organizations, commercial organizations and other research institutions.

**ISBN** (**International Standard Book Number)**

This is a unique ten-digit publisher's identification number for the specific edition of a book. Since January 2007, ISBNs have contained 13 digits; an ISBN number is different from a **call number**.

**ISSN (International Standard Serial Number)**

Similar in purpose to the ISBN, this is an eight-digit number assigned to every periodical or serial in the world.

**Institute of Museum and Library Services (IMLS) -** The Institute of Museum and Library Services is an independent agency of the United States federal government. It is the main source of federal support for libraries and museums within the United States

**Issue** - A single, discrete unit of a periodical title formed when several articles are combined for publication. Usually uniquely numbered or dated. Example: Newsweek, July 14, 1997 represents a particular issue of the magazineNewsweek.

**Journal** - A type of periodical which contains signed scholarly articles. Journals are usually published by academic or association presses and include bibliographies.

**Keyword Searching – Uses natural language (you choose the words to use) and is a great place to start when you don’t know the subject** **terms (see Controlled  
Vocabulary) used to describe them.**

**Library Gateway** - The Library's web page which provides access to the online catalog, article databases, and information about the libraries.

**Librarian -** A person responsible for the care of a library and its contents, including the selection and processing of materials, the delivery of information, instruction, and loan services.

**Library of Congress Classification Scheme (LC)** - A classification scheme developed and used at the Library of Congress since 1897. It divides the field of knowledge into twenty large classes with an additional class on general works. This system has been adopted by many academic libraries. LC call numbers look like this: R726.A741995

**Library Policies** – Documents that detail what and how the library serves its constituency. The most important policy for a library to have is the Collection Development Policy which details what types of materials will be purchased, how these materials fit the library’s mission, what to do in case of a challenge and what the library will do with donations. Other polices include Circulation, Meeting Room Use, Acceptable Computer Use and others.

**License Agreements –** Maine InfoNet signs contracts on behalf of Maine libraries with the companies that produce the MARVEL! databases. These contracts govern how a database may or may not be used. Individual libraries can also purchase databases for their own libraries; however that library would be responsible for its own agreements with the service provider.

**Long Range Plan** – A document that looks ahead 3-5 years and positions the library to respond to changes in the local community and the world at large.

**Magazine** - A type of periodical containing popular articles which are usually shorter or less authoritative than journal articles on the same subject.

**MARC Records – Machine readable cataloging. In the library’s online catalog, each portion of a cataloging record is given a “tag” the computer understands. Example- 245 is Title.** The library standard for computerized cataloging data

**Media –** Non-print materials such as films, filmstrips, videocassettes, audio compact disks, audiocassettes, and vinyl LPs.  
  
**Meta-search Engine –** Search engines that automatically submit your keyword search to several other search tools, and retrieve results from all their databases.

**Microfiche** - A type of format; photographically reduced images of printed pages reproduced on small 5" x 8" sheets of film.

**Microfilm** - A type of format; photographically reduced images of printed pages on 35mm film.

**Microform** - Photographically reduced images. Microfiche and microfilm are two types of microforms.

**Monograph** - A book, especially a scholarly one, on a single subject.

**Nonfiction -** Is the opposite of fiction. Books that are Nonfiction, or true, are about real things, people, events, and places. David McCullough’s *Path Between Two Seas*, Rachel Carson’s *Silent Spring,* John M. Barry’s *The Great Influenza* and Kim Schaefer’s Cozy Modern Quilts *are examples of nonfiction books.*

**Novel -** Is a long fictional narrative written in prose. A novel is usually organized under a plot or theme with a focus on character development and action.

**Online Catalog** –Computer databases of items that a library owns. URSUS is the online catalog for the University of Maine and several other libraries within the state. MINERVA is the catalog of 50 plus medium to large size libraries in Maine. Another term for this would be automated catalog.

**OCLC**- Online Computer Library Center; nonprofit computer service and research organization whose systems help libraries locate, acquire, catalog, and lend library materials

**OPAC** - Means Online Public Access Catalogue; the electronic equivalent to the card catalogue.

**Overdue - Material** that is not returned to the library by its due date**.** A fineis often charged for overdue items.

**PDF -** A type of electronic file format. An analogy for a PDF file might be an electronic photocopy of a document. PDF files use Adobe software and are commonly used to display full-textarticles**.**

**Periodicals** - publications issued in successive parts at regular intervals, including journals, magazines and newspapers. Current periodicals are ones that have arrived recently within the last six months to two years. Bound periodicals are back issues which have been sent to the bindery, covered with a binding, and placed in the stacks. See also Serials.

**Persistent Link** – Also called a hot link. A persistent link connects the user to an article in an electronic database such as those found in **MARVEL!** By clicking a link embedded in a web site or email.

**Preservation -** The process of maintaining library and archival materials in condition suitable for use, either in their original form or in some other, usually more durable, form.

**Primary Sources** - Original manuscripts, contemporary records, or documents which are used by an author in writing a book or other literary compilation. This is also called "source material" and sometimes "original sources".

**Publication** - A book, periodical, musical score, etc. that has been "brought before the public," in other words, a work that has been printed and distributed.

**Rare Book –** A valuable book which is so difficult to find that it seldom appears in the antiquarian market. Most libraries keep their rare books in special collections to which access is restricted.

**Ready Reference** – Is a collection of frequently used reference materials such as telephone directories, almanacs, town maps, dictionaries, etc.

**Recall** - To request that a library item that is currently checked out be returned to the library for use by another person. A patron may request a recall of an item from a staff member.

**Record** - A collection of related data fields. For example, a record for an article in a database might have information from the article's author, title, journal title, volume, and pages numbers fields. In most databases you have the ability to decide which fields of a record you would like to view.

**Reference** - An indication of where specific information can be found. Used interchangeably with citation. Example: a reference for an article provides information (journal name, issue, and page number) about how to locate the article.

**Reference -** A selection of library materials (encyclopedias, dictionaries, handbooks, directories, almanacs, etc.) which are kept in a specific location and used to begin research and to answer quick questions. The items in the reference collections are for library use only, so they are always available.

**Reference Librarian -** specialists in the field of information retrieval who hold Masters degrees in library and/or information science. As subject specialists, reference librarians generally have other graduate degrees as well. They are available at the Reference desks to help people find the information they are looking for.

**Renew** - An extension of the loan period for charged library materials.

**Renewal -**  Is an extension of the loan period for material that has been previously checked out. Generally renewals can be made in person at the circulation desk, online or by phone.

**RSS Feeds** – RSS is a family of web feed formats used to publish frequently updated digital content, such as blogs, news feeds or podcasts. RSS stands for Really Simple Syndication.

**Scope** - The content of a work; what is included and what is excluded.

**Secondary Sources** - Books or articles that explain or analyze primary sources. Example: criticism of a literary work.

**Serial** - Materials issued at regular or irregular intervals and intended to continue indefinitely. This includes periodicals, magazines, journals, and yearbooks. This might be used interchangeably with "periodical".

**Shelf Reading**- The task of reading every call number in a section to ensure that they are in order.

**Shifting**- Relocating and reorganizing books to accommodate growth of the library collection.

**Stacks** - The rows of shelving that house the library's collection.

**Subject Area** - The field, such as law, business, education, etc, that studies a particular topic.

**Subject Heading** - A term or phrase used in indexes and library catalogs to identify material on a given topic.

**Superintendent of Documents (SuDocs) Classification Scheme** - The U.S. Superintendent of Documents developed this system (also called SuDocs) for the arrangement of federal government publications. Arrangement is by issuing agency. The Documents Library uses this classification system. SuDocs call numbers look like this: Doc.C3.2:P69/4

**Terminal –** Isan electronic device such as a computer or a workstation that communicates with a host computer or system. The terminal can send or receive data as well as display**.**

**Thesis** - The main idea or argument of a paper.

**Topic** - The broad subject content of a paper, article, book, etc.

**Unbound Periodical** - Current, individual issues of a periodical title that are not yet gathered together as a hardback volume.

**User Friendly -** Easy to use format implying the dialogue or interface capabilities between a computer user and the computer is simple to understand.

**URL** – Is an acronym for Uniform Resource Locator. It represents a unique location, or "address" of a resource located on the World Wide Web. This is similar to a call number for library material.  
  
**URSUS –** Is a shared online catalog for the University of Maine System libraries, Bangor Public Library, the Maine State Library, the Maine State Law and Legislative Reference Library, and the Maine State Archives. URSUS is by far the largest online catalog of those linked to the MaineCat Statewide Catalog. It also serves as a gateway to digital resources, both those available generally in Maine and those licensed for use only by patrons of its constituent libraries.

**Volume** - Contains the total collection of all sequential issues of a serial over a given time period.

**Webinar -**  Short for ***Web***-based sem***inar***, a presentation, lecture, workshop or seminar that is transmitted over the Internet. A key feature of a Webinar is its interactive elements -- the ability to give, receive and discuss information.

**Weeding**- The act of removing out-of-date or damaged materials from the shelves

**World Wide Web (WWW)** - A client-server information system that uses the Internet to access computers containing hypertext documents. Also just called "the Web."

**YA – Y**oung adult

**Yearbook** - An annual compendium of facts and statistics on a particular subject for the preceding year.

**Maine Library Lingo 101**

**Central Maine Library District (CMLD) –** Serves Androscoggin, Franklin, Lincoln, Sagadahoc, and Somerset Counties. The District Consultant’s office is located at the Maine State Library in Augusta.

**FOML –** Friends of Maine Libraries group.

### HSLIC- Health Science Libraries and Information Consortium of Maine The purpose of HSLIC is to coordinate cooperative efforts among health science libraries in Maine. HSLIC's primary goals are to promote health science libraries and librarianship, share knowledge and experiences in library operations and resources, provide continuing development of the framework for resource sharing within Maine and provide opportunities for the continuing education of health science librarians and support personnel.

**Library ID Number -** If your library is part of URSUS, MINERVA and LibraryWorld you will have a 14-digit barcode number on your Card. The first 5 digits represent your specific library. Example 25901 is Bangor Public Library. All Bangor cards begin with these five numbers. Other libraries in Maine may also use a 14-digit barcode.

**Maine Library Commission –** is a 15 member board appointed by the governor, is broadly representative of the state’s library community. It’s charge is to give advice and make recommendations in regard to the policies and operations of the Maine State Library and the State’s library programs.

**Maine Regional Library System –** Was created to improve library service for the citizens of Maine. Public Law 626, enacted in 1973, established three library service districts based on population. Membership is open to all public, school, special, and academic libraries in Maine.

**MaineCat -** MaineCat Statewide Catalog combines and links more than 100 library collections contained in 10 large online library systems. A single search scans more than 3,400,000 unique titles and nearly 7.6 million items. The system is designed to grow to serve 300 or more library collections. A built-in requesting and transaction management system allows patrons of libraries using a qualifying online system to make online interlibrary loan requests. Library staff can make requests on behalf of their users, as well.

**MARVEL!** – Maine’s virtual library provides thousands of online magazines, newspapers, and reference books.

**MASL –** Maine Association of School Libraries

**MLA –** Maine Library Association

**Maine InfoNet -** Is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine.

**Maine School and Library Network (MSLN) –** Is a consortium consisting of almost 1000 schools and libraries across the state of Maine through which participants acquire Internet access. The consortium was officially formed in 1996 when a rate case against NYNEX funded Internet access to all schools and libraries in MINE. Today MSLN is a service of Networkmaine (a unit of the University of Maine System). Services provided by MSLN are paid for using a combination of funding from the Federal E-Rate program and the Maine Telecommunications Education Access Fund (MTEAF).

**Minerva -** The Minerva catalog includes over six million items from more than fifty Maine libraries. This shared catalog provides access to not only books but also DVDs, audio books, magazines, and music CDs. Minerva can be searched by author, title, subject, keyword, and material type. These holdings are also part of the MaineCat Statewide Catalog.

**Northeastern Maine Library District (NMLD) –** Serves Aroostook, Hancock, Knox, Penobscot, Piscataquis, Waldo and Washington Counties. The District Consultant’s office is located at Bangor Public Library.

**Online Catalog** –Computer databases of items that a library owns. URSUS is the online catalog for the University of Maine and several other libraries within the state. MINERVA is the catalog of 50 plus medium to large size libraries in Maine. Another term for this would be automated catalog.

**Persistent Link** – Also called a hot link. A persistent link connects the user to an article in an electronic database such as those found in **MARVEL!** By clicking a link embedded in a web site or email.

**SOLAR -** Enables libraries to make their holdings visible online and participate in online requesting and lending through the MaineCat Statewide Catalog, with minimal effort and at no out of pocket cost. In a word, SOLAR is a springboard or launch pad from which any Maine library may become an active participant in the all-encompassing statewide database of Maine library collections. SOLAR is meant for libraries not automated by a compatible library system such as Minerva or URSUS that has built-in linkage to MaineCat. Records contributed to SOLAR are automatically mirrored in MaineCat.

**Southern Maine Library District (SMLD) -** Serves Cumberland and York Counties, and selected Oxford County libraries. The District Consultant’s office is located at the Portland Public Library.