

Vaughan Public Libraries Library Pathfinder to:

WORDS LIBRARIANS USE

This Library Pathfinder explains some of the common terms used in a library setting (some specific to Vaughan Public Libraries) so that users can make the best use of their library and its resources.

CALL NUMBER or DEWEY NUMBER

The Call Number is the number found on a label of each book, video, DVD, etc., in the library. If the Call Number includes an actual number (e.g., J 523.43 Mic), the number tells you that it is a non-fiction item and where it is shelved. If the Call Number is comprised of letters only (e.g., FIC Atwoo) it tells you that the item is fiction, and where to locate it. Librarians need the Call Number to find an item in the library, so make sure you copy the number down from the catalogue when you ask for assistance. *See also* FICTION *and* NON-FICTION.

CATALOGUE

The Catalogue is a list of all items held by all the branches of VPL. It can be searched by title, author, or subject. The catalogue is available at all branches and on the VPL website.

CIRCULATING COLLECTION

The Circulating Collection consists of all the books and other items which can be borrowed from the library for use at home or at school. You must be a member to borrow from VPL. *See also* MEMBER.

CUSTOMER

A customer is someone who belongs to the library and can therefore borrow books and other items for use at home or school. *See also* MEMBER.

CIRCULATION

Circulation describes the process of lending items. It includes the check-in and check-out functions in the library. For example, the total number of books checked out is known as the “branch circulation”; or a book “in the circulating collection” is one you may borrow.

DEWEY NUMBER

See CALL NUMBER.

ELibrary

The ELibrary is VPL’s website. The librarians who provide information for the website work in the branches of VPL, and help library users find information on a daily basis. This means that the information they select to add to the site has been chosen particularly to help users of VPL. The site address is “www.vaughanpl.info”.

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FICTION

Library materials which contain stories about imaginary people or events. Some fiction may include an imaginative reconstruction or portrayal of real events and people.

HOLDS

See REQUESTS.

HOMEWORK ZONE

The Homework Zone is a special area on VPL's Web site designed to help students in Grades 1 through 8 with their homework assignments. It provides links to useful online resources, as well Library Subject Guides detailing resources available at VPL.

IPAC

IPAC stands for "Internet Public Access Catalogue", (i.e., the catalogue listing all materials held by VPL) which can be accessed through any catalogue terminal in the library, or through the VPL Web site. *See also* CATALOGUE .

ITEM

An item is any book, video, CD, DVD, magazine, or other formatted item in the Libraries' collection.

LIBRARY CARD

A library card is given to every customer of the Libraries. It must be shown every time books or other items are borrowed from the library. *See also* CUSTOMER.

LIBRARY CARD NUMBER

The library card number can be found on your library card. It is the long number on the front or back of the card under the barcode. When you use the VPL catalogue or use some Electronic Databases you may be asked to enter your library card number to gain access. *See also* LIBRARY CARD *and* PIN.

LIBRARY GUIDES

Library Guides are short guides written by VPL librarians to help you find the information you need. They are available on the VPL website. Subject Guides provide access to materials on a specific subject; Pathfinders provide information on how to use the library and its resources.

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MATERIALS

Materials are the books, CDs, DVDs, and magazines in the Libraries' collection. Referring to materials is a way to include all the resources in the library without listing every type. *See also* ITEM *and* RESOURCES.

MEMBER

A member of the library can borrow items for use at home or school. Staff can tell you how to become a member. You don't have to be a member to use books or to access the VPL website, but you may need to be a member to access some of the Electronic Databases accessible through the website.

NON-FICTION

Books which contain factual information, opinions, assessments, discussions, etc. Sometimes referred to as "Reference Books" in schools. *See also* REFERENCE COLLECTION.

PIN

PIN stands for "Personal Identification Number". You will sometimes be asked for your PIN, which you chose when you originally picked-up your borrower card. If you don't have one, library staff can help you set one up. You should never tell anyone what your PIN is.

REFERENCE COLLECTION

Books and other items in the Reference Collection must be used in the library. They cannot be checked out. *See also* NON-FICTION.

REQUESTS

You may ask to place a "request" (sometimes referred to as a "hold") on any book or other item you wish to borrow from the Circulating Collection of VPL. Use the library catalogue to place a request. A librarian can show you how. If an item is already on loan to someone else, you can "request" the item, and your name will be added to a waiting list. VPL will let you know when the item is ready for pick up. Depending on the number of customers waiting for an item, you may have to wait a few weeks before the item is available. *See* CATALOGUE *and* CIRCULATING COLLECTION.

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RESOURCES

Resources is the broad description for all the different types of materials and sources of information you may consult in the Libraries. It includes all the books, magazines, websites, databases, DVDs and so on available in the library, on the VPL website, or on the Internet.

VPL

Vaughan Public Libraries.