

# Info skills



## Jargon buster for the Library

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We understand that academic library terms are not always readily understandable to those new to university life. Here is a list of terms you may hear or read which relate to the library and research:

Term	Definition
<b>Abstract</b>	A brief description of an article.
<b>Athens</b>	A username and password that allows you to search and view e-books and databases from home and abroad.
<b>Article</b>	A piece of writing about a particular subject, usually written by an expert.
<b>Citation</b>	An acknowledgement for a piece of work, including author, title, source and date, that you have used in your work.
<b>Catalogue</b>	An online, searchable resource containing all items held in the library and how to access them, e.g. Library Search.
<b>Cite them right</b>	A book of referencing tips and advice adopted by the University as a standard which is available on the Library Search and UEL plus.
<b>Database</b>	A collection of electronic journals available online via the library website where there are different databases for different subjects.
<b>Electronic journal or e-journal</b>	A collection of subject related articles viewed online.
<b>Electronic book or e-book</b>	A book that can be read online via the Library Search which has no difference in content to the printed version.
<b>Inter- library Loan (ILL)</b>	A special loan of a book or article from the British Library where UEL does not hold a copy for you to borrow or view. Check our website for details of entitlement to this service.
<b>Issue</b>	To take home an item from the library for a set period.
<b>Journal</b>	A collection of articles on an academic subject.
<b>Keyword</b>	A search term relevant to your topic used when searching the databases.
<b>Library Search</b>	A way of searching the library resources to find books, journals, e-books, etc.
<b>Loan</b>	To borrow an item from the library.
<b>Location</b>	The place where the item is found within the library, usually expressed in the form of a shelf mark, e.g. 302.35 ROL.
<b>Not for Loan</b>	An item that cannot be borrowed from the library, only used within it.
<b>Primo</b>	The brand name of the UEL Library Search.

<b>Reading List</b>	A list usually found within a module guide, containing all core and recommended books/articles.
<b>Reference only</b>	The same as 'not for loan', so it cannot be issued or leave the library.
<b>Renew</b>	To extend the loan time of a library item so you have it for longer.
<b>Request</b>	To reserve an item that is currently on loan to another library user.
<b>Self-Service Machines</b>	A machine with which you can issue, renew, and return your library books as well as pay any fine you might incur.
<b>Short Loan</b>	An item that is heavily used so has to be requested from the library counter. It may only be borrowed for a few hours and cannot leave the library.
<b>Subject Librarian</b>	A subject specialist assigned to each School at UEL in order to assist with library skills training, research queries and buying stock.
<b>Subject Pages</b>	A specific page on the library website for each subject taught at UEL, detailing the best resources to use as well as useful websites.