



DICTIONARY FOR SCHOOL LIBRARY MEDIA SPECIALISTS

A Practical and Comprehensive Guide



Mary Maude McCain, Martha Merrill



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for
School Library Media
Specialists**

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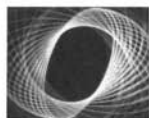
A Practical and Comprehensive Guide

Mary Maude McCain
and
Martha Merrill

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We dedicate this dictionary to our individual mentors and models in the profession. Martha Merrill to Dr. Margaret Tassia and Dr. Blanche Woolls. Mary Maude McCain to Mildred Johnston and Dr. Mary Sue McGarity. Together we wish to thank Dr. Jane Bandy Smith for her professionalism and leadership.

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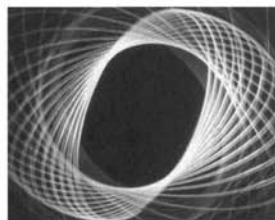
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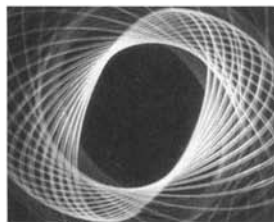
CONTENTS

Preface	vii
Author Biographies	ix
Introduction	xi
How to Use This Dictionary	xiii

Text

A	1	N	133
B	17	O	141
C	31	P	147
D	51	Q	161
E	63	R	163
F	71	S	173
G	81	T	191
H	85	U	201
I	91	V	205
J	103	W	211
K	105	Y	217
L	109	Z	219
M	119		

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PREFACE

This dictionary is the outgrowth of a need we have observed in the school library media profession. A practical, up-to-date, and comprehensive guide to the basic terminology used in the daily operation of a K-12 school library media center is nonexistent.

Many books on topics such as education, cataloging, management, technology, and reference contain glossaries, and there are dictionaries devoted to each of these subjects. However, many of these glossaries and dictionaries are fragmented in scope, and other resources are out of date or are not designed exclusively for use by school library media specialists.

There is no one source that contains all the types of terminology that school library media specialists must know. We believe that a single source of terminology and definitions is a much-needed resource.

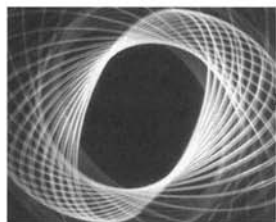
This dictionary reflects a consolidation of all the terminology that we determined would benefit school library media specialists into one volume. This up-to-date reference text should be helpful to both the beginning and the experienced school library media specialist.

We extend our thanks to our Advisory Committee, composed of Phyllis Heroy, Pat Scales, Jane Bandy Smith, Margaret Tassia, and Nancy Teger, who offered guidance and suggested terminology for inclusion. We also thank Betty Morris, former Acquisitions Editor, Rich Lane, Project Editor, and Edward Kurdyla, General Manager of Libraries Unlimited, for assistance and advice with this project.

Mary Maude McCain

Martha Merrill

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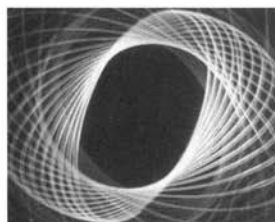


AUTHOR BIOGRAPHIES

Mary Maude McCain recently retired as a library media specialist with 30 years of experience in public education and public libraries. She has also served as an adjunct professor of library media management and children's literature for the University of Alabama and the University of Alabama at Birmingham. McCain developed award-winning media programs in two Alabama schools, one of which was included in the 1986 publication of the U.S. Department of Education, *Check These Out: Exemplary Media Programs*. She has also lectured and consulted at the local, state, and national levels in the areas of library media management, flexible scheduling, automation, and educational technology. In addition, she has served in many leadership positions with library-related associations, including president of the Alabama Library Association. She was a delegate to the 1991 White House Conference on Libraries. McCain was named Outstanding Educator of the Year by the University of Alabama at Birmingham in 1984 and in 1998 was named Librarian of the Year by the Alabama Beta Kappa Chapter of Beta Phi Mu.

Martha Merrill is a professor of instructional media at Jacksonville State University where she coordinates and teaches in the graduate-level school library media program. She received her doctorate in library science from the University of Pittsburgh and has 27 years of experience in the library science profession. Merrill has chaired and served on numerous professional committees at the national, regional, and state levels. She has served as president of the Alabama Library Association. Merrill has made numerous state presentations on intellectual freedom and has written journal articles for state and national publications, primarily on intellectual freedom issues. She served as editor for *The Reference Librarian* issue and also the monograph entitled *Reference Services and Media*. Merrill's honors include the Alabama/SIRS Intellectual Freedom Award in 1992, the Alabama Library Association Distinguished Service Award in 1995, and the Alabama Beta Kappa Chapter Beta Phi Mu Librarian of the Year Award in 1997.

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INTRODUCTION

This dictionary is designed to be a useful and convenient work for its primary target audience—building-level library media specialists. The purpose is to identify and define the various terms and consolidate them into a single reference work. The dictionary should also be valuable to library media students and as a quick reference guide to media center paraprofessionals and clerks.

School library media contains the components of many disciplines. This dictionary assimilates definitions of terms that relate not only to the school library media profession, but also to computer science, counseling, educational administration, educational psychology, educational technology, educational testing, instructional design, literature, and special education.

It was difficult to decide what to include from the constantly changing and diverse field of school library media. Criteria for including entries had to be loosely defined because the subject of school library media is so broad and because it overlaps so many other fields. Many resources, including books, periodicals, and the World Wide Web, were examined to identify terms. In most cases, the terms included appeared in more than one source. An Advisory Committee was consulted for suggestions for additional terms to be included, and editors at Libraries Unlimited also reviewed all terms and definitions.

This dictionary concentrates on terms and definitions of central importance across the entire breadth of library media and education practice. It includes terms of enduring value as well as those that have emerged more recently. Technological advances have greatly influenced and changed the library media field. An entirely new vocabulary has evolved as have entirely different methods of providing service in library media programs.

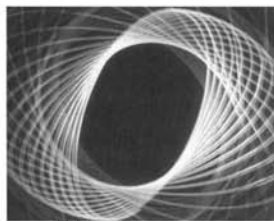
xii Introduction

No dictionary of terminology can be all-inclusive because the terminology constantly changes and expands. It is inevitable, then, that some terms are not defined in this dictionary. Commercial companies and products were eliminated because these terms could not be all-inclusive.

Two types of definitions are included: 1. Those given brief glossary descriptions, and 2. Those given more comprehensive coverage. Deciding how much to include about each term was difficult, and equal treatment was not given to all terms. Judgments on the relative significance of the terms were made, and terms were defined according to the information available and the need for a better understanding of certain terms, particularly in the area of technology. In some cases, multiple definitions were included for a term.

The objectives of this dictionary are:

1. To assist library media personnel in understanding the terminology associated with the profession.
2. To enable library media students to understand the terminology related to the field of library media.
3. To give readers in any field a better understanding of the various terminology included in this dictionary.



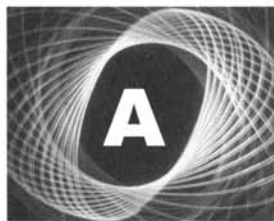
HOW TO USE THIS DICTIONARY

The terms in this dictionary are listed in alphabetical order in the letter-by-letter style. Hyphenated words are considered one word in the alphabetical sequence. Alphabetical order ignores spaces, punctuation, and numbers in the entry titles.

Acronyms and abbreviations are generally in full uppercase letters. *RAM* and *ROM* are examples. They are not defined, and the reader is referred to the full term for the definition. If more than one definition is related to the term, the entry is itemized to reflect the various meanings.

Cross-references are used to refer the reader to other entries. Because acronyms and abbreviations refer the reader to the full term, they appear in boldface type with a *See* reference to the full term. For example, **MARC**: *See Machine-readable cataloging*. A cross-reference appears in boldface italics when defined terms are found in the body of the text. If a term is not included in the body of the text, a *See also* cross-reference is used to refer the reader to additional defined terms in boldface italics at the end of the definition. If two or more terms have essentially the same meaning, the term in wider use is defined; the less widely used term has a cross-reference to the defined term. For example, **School library media specialist**: *See Library media specialist*.

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AACR2R: See *Anglo-American Cataloging Rules*, 2nd edition, 1998 Revision.

AASL: See *American Association of School Librarians*.

ABA: See *American Booksellers Association*.

ABBY Awards: Awards given annually by the *American Booksellers Association* for *book* titles that the members most enjoyed handling in the past year.

Ability grouping: See *Homogeneous grouping*.

Abridged edition: A condensed version of a *book*. See also *Edition*.

Abstract: A *summary* of an article, a *book*, or any other *format* of *information*. See also *Full text*.

AC: See *Annotated Card program*.

AC headings: See *Annotated Card headings*.

AC program: See *Annotated Card program*.

Acceptable Use Policy (AUP): Written rules and responsibilities, usually published by a *network* operator, that establish the conditions under which users may access network services. Breaches of an AUP may result in the termination of user privileges. Schools often request that the students and their parents sign a form agreeing to the appropriate use of the *Internet* and to the imposition of penalties for the misuse of the Internet.

Access: 1. The process of choosing and formulating headings for a *bibliographic record*. Also refers to the larger processes of providing *bibliographic* access (i.e., *cataloging*), intellectual access (i.e., classification and indexing), and physical access to material. 2. The process of using a computer *directory* or *file*. 3. The retrieval of *data* from a *disk drive*. 4. Ability to communicate with, enter, or approach.

Access point: Any name, *word*, or phrase by which a *catalog* record for an item can be retrieved from the catalog; also known as an *entry*, *heading*, or *retrieval* point. Main entries, added entries, and subject entries are examples of access points. See also *Added entry*, *Main entry*, and *Subject entry*.

Access time: The amount of time required to retrieve *data* from the *internal memory* of a *computer* or from *secondary storage* such as a *floppy disk*. See also *Random access memory* and *Response time*.

Access to Electronic Information, Services, and Networks: An interpretation of the *Library Bill of Rights* prepared by the *American Library Association* that states that users should not be restricted or denied *access* for expressing or receiving constitutionally protected speech and that electronic *information* and services should be equally, readily, and equitably available to all *library* users.

Access to Resources and Services in the School Library Media Program: An interpretation of the *Library Bill of Rights* prepared by the *American Library Association* that specifically addresses the school library media *program*. It includes *collection development*, *resources*, and services, and describes how *intellectual freedom* principles apply to these elements.

Accession book: A book or ledger that maintains a record of *bibliographic* and ordering *information* as well as the *accession number*. *Automation* of library media centers has eliminated the need for accession books.

Accession number: A number assigned to each item as it is received in the *library media center*. Accession numbers may consist of continuous numbering such as 10,251, 10,252, 10,253 or a coded system generally referring to the year and the sequence of receipt such as 98-100, 98-101, 98-102. The numbers are recorded in an *accession book*. In automated library media centers, the *barcode* replaces the accession number.

Accompanying materials: Materials intended for use in conjunction with the primary cataloged item. For example, books may be accompanied by materials such as a *cassette tape*, a CD-ROM, a teacher's *manual*, or a print.

Accountability: A concept in education that holds a *school system* responsible for student performance.

Accountable talk: Discussion that is purposeful and polite as well as discussion that demonstrates reasoning and increases knowledge. A *library media specialist* uses this method of speaking when asking students to discuss their information-seeking activities such as explaining their reasoning, justifying

their conclusions, and substantiating the sources used to obtain the *information*.

Accreditation: Approval of a program of study or an institution for meeting certain *standards* set by an external organization. For example, the *National Council for Accreditation of Teacher Education* accredits undergraduate and graduate *teacher* education programs. State departments of education may accredit an individual *school* or a *school system*. Regional associations may accredit K-12 schools or postsecondary institutions. The Southern Association of Colleges and Schools is an example of such a regional association. See also *Accreditation standards*.

Accreditation standards: The requirements that accrediting agencies establish and review for a *program* of study or an institution. The accrediting agencies use these requirements to determine if approval (*accreditation*) is warranted.

Achievement test: A type of examination that measures a student's knowledge or skill, or both, in one or more subjects. These tests are generally norm-referenced, multiple-choice tests, and the results are used to compare the scores of students and schools with those of other students and schools. The *Stanford Achievement Test* is an example. See also *Norm-referenced assessment*.

ACLU: See *American Civil Liberties Union*.

Acquisition: The process of obtaining *hardware* and *resources* for a library *collection*. Materials may be obtained through purchase, gifts, or lease plans.

ACRL: See *Association of College and Research Libraries*.

Acronym: A *word* formed from the letters of the name of an entity or a term; for example, ALA—*American Library Association* or MARC—*Machine-readable cataloging*.

ACT: See *American College Testing Program*.

Action research: A form of *research* that applies the scientific method to the solution of practical problems. In education, practitioners investigate educational problems in actual educational settings. A problem is identified, and relevant *data* are analyzed. The focus is to improve *school* practices.

Active learning: Activities that actively engage the student. *Learning* is believed to increase if a student is actively involved in a learning activity rather than listening to a *teacher* lecture or completing a worksheet. Acting out a play or using math manipulatives are examples. See also *Constructive teaching* and *Manipulative*.

Ad hoc committee: A temporary committee charged with completing a specific assignment. Once the task is completed, the committee is dissolved.

ADA: See *Americans with Disabilities Act*.

Adapter: A device used to achieve compatibility between two items of equipment such as a connecting cord between a *video-cassette recorder* and a *television*.

ADD: See *Attention deficit disorder*.

Added entry: Any catalog *entry* except the *main entry* or *subject entry*. Added entries consist of joint authors, illustrators, editors, compilers, translators, and series. See also *Access point*, *Corporate entry*, and *Title entry*.

Addendum: Additional material added to a *book*. The supplement is generally added after the book has been typeset or “laid out” in a *desktop publishing* program. The plural form of the word is addenda.

Address: The location of an *electronic mail* or *Internet* site.

ADHD: See *Attention deficit hyperactivity disorder*.

Administrator: The head of an agency; for example, a *principal* of a school or the superintendent of a *school system*. See also *Superintendent of schools*.

ADSL: See *Asymmetrical digital subscriber line*.

Adult education: An educational *program* designed for adults, offering them the opportunity to pursue knowledge and skills for personal or job-related growth, or both.

Advanced placement classes (AP classes): College-level courses offered in many high schools to above-average students. If a student attains a sufficient score on a standardized AP *test*, most colleges will award credit for the equivalent college course.

Advisory committee: A school-wide committee formed to assist the *library media specialist* by suggesting *resources* for purchase. The committee typically includes *teacher*, student, and parent representation.

AECT: See *Association for Educational Communications and Technology*.

Affective domain: One of the three domains included in a *taxonomy* developed by Benjamin Bloom. This domain includes behaviors that relate to emotions, feelings, and attitudes. See also *Bloom's taxonomy*, *Cognitive domain*, and *Psychomotor domain*.

AFT: See *American Federation of Teachers*.

ALA: See *American Library Association*.

Alex Awards: Awards that honor the top ten books enjoyed by young adults ages 12 through 18 that were published in the preceding year. These annual awards began in 1998. They are co-sponsored by the *Young Adult Library Services Association*, a division of the *American Library Association*, and by *Booklist*. The award is named for Margaret Alexander Edwards, who was called Alex by her friends, and is funded by the Margaret Alexander Edwards Trust. See also *Edwards Award*.

Alliteration: Repetition of an initial consonant sound such as “Peter Piper picked a peck of pickled peppers.” See also *Assonance*.

Almanac: A *summary* of *data* and statistics used to answer ready reference questions. Both general almanacs and subject almanacs are published and are available for *library* use. See also *Ready reference question*.

Alpha testing: Initial testing of new computer *software* conducted by the manufacturer. The second test is *beta testing*, which is performed by users in real-life situations.

Alphabet: Letters or characters that identify a certain *language* and in which that language is written.

Alphabet book: A juvenile *book* designed to teach children the *alphabet*. These books help children to learn the names and shapes of letters, and they can also help children to identify or name the objects portrayed in the illustrations. See also *Illustration*.

Alphanumeric characters: A set of characters found on a *keyboard*. These characters include the *alphabet* (A–Z), numbers (0–9), punctuation marks, and other keyboard symbols. See also *Character*.

ALSC: See *Association for Library Service to Children*.

Alternative school: A type of *school* that does not follow the design of a conventional school. These nonconventional schools may be public or private with a *curriculum* that meets the needs of the students enrolled. Magnet schools as well as schools for the *gifted and talented* or for disruptive students are examples. See also *Magnet school*.

Alternative title: A *title* following the *title proper* and preceded by the word “or” in any *language*; for example, the underlined item in the operetta by Gilbert and Sullivan titled: *Trial by jury*, or The lass who loved a sailor.

ALU: See *Arithmetic logic unit*.

American Association of School Librarians (AASL): A division of the *American Library Association* that represents school library media specialists. It advocates *research*, professionalism, *leadership*, and *continuing education* in the school library media field. The organization publishes *Knowledge Quest*, a *journal* for AASL members, five times a year, and *School Library Media Research* (formerly *School Library Media Quarterly Online*), an *online* research journal that accepts and publishes articles on its Web site at (<http://www.ala.org/aasl/SLMR>).

American Booksellers Association (ABA): A not-for-profit trade organization founded in 1900 with headquarters in Tarrytown, New York. ABA is devoted to meeting the needs of its core members—independently owned bookstores with storefront locations—through advocacy, education, *research*, and *information* dissemination. The organization supports free speech, *literacy*, and programs that encourage children to *read*.

American Civil Liberties Union (ACLU): An organization founded in 1920 and located in New York, New York. It defends the freedoms in the Bill of Rights to the United States Constitution. Its Web site is (<http://www.aclu.org>).

American College Testing Program (ACT): A nonprofit educational organization that offers several services related to college admissions. One service is the ACT, which is a *test* many colleges and universities use to determine admissions.

American Federation of Teachers (AFT): An organization founded in 1916 with headquarters in Washington, D.C. The group works at the state and local levels with teachers and other educational employees on issues such as organizing, collective bargaining, public relations, and other educational matters. Members receive *American Educator* quarterly and *AFT Action: A Newsletter for AFT Leaders* weekly.

American Library Association (ALA): The national professional *library* association located in Chicago, Illinois. Founded in 1876, it is the oldest and largest national library association in the world. The membership represents state, academic, public, *school*, and special libraries. Members receive *American Libraries*, a *journal* published 11 times a year. The ALA *Web site* is (<http://www.ala.org>).

American National Standards Institute (ANSI): A nonprofit organization founded in 1918 and located in New York, New York. It develops voluntary national *standards*, including information *technology* standards, to improve the productivity and competitiveness of industrial concerns in the United States. This group represents the United States to the *International Standards Organization*. See also *National Information Standards Organization* and Z39.50.

American Society for Information Science (ASIS): An organization founded in 1937 with headquarters in Silver Spring, Maryland. ASIS fosters the improvement of the *information* transfer process and focuses on *research* and education. Members include information specialists, librarians, and others interested in information *storage* and *retrieval*. The *Journal of the American Society for Information Science* is its monthly publication.

American Standard Code for Information Interchange (ASCII): (Pronounced ask-ee). A *binary code* for *text* as well as for the *storage* and *transmission* of *data*. ASCII is used for *information* interchange among *data processing* systems.

American Standard Code for Information Interchange file (ASCII file): A *file* that contains *data* made up of ASCII characters. As a *text file*, it is the opposite of a *binary file*. See also *Graphics file*.

Americans with Disabilities Act (ADA): A law passed in 1986 to protect the disabled from employment discrimination. Employers are required to offer reasonable accommodation to those with a disability. *Standards* for public *access* to buildings and services for the disabled are addressed. For example, shelving width and height of *computer* terminals are two issues related to the ADA standards for library media centers.

Amplifier: A sound system device used to enhance an electronic signal, such as loud speakers.

Analog: An electronic signal produced and transmitted according to a continuous and varying waveform. Conventional *television*, videocassette recorders, and telephones use analog *transmission*. *Digital* transmission is a more recent *technology*.

Analytic entry: A *catalog* record or *access point* for a *work* that is part of a larger *bibliographic* unit; for example, one song on a sound recording that contains several songs.

Andrew Carnegie Award: An award given to the most distinguished American *videotape* for children produced in the preceding year. It is presented annually by the *Association for Library Service to Children*, a division of the *American Library Association*.

Anglo-American Cataloging Rules, 2nd edition, 1998 Revision (AACR2R): The current standard rules for *descriptive cataloging* and for access points. These rules are more commonly referred to as *Anglo-American Cataloging Rules, 2nd edition, revised*. See also *Access point*.

Animation: A *film* technique of creating static figures that appear to move and seem alive. These still images are placed in motion by the juxtaposition of a series of pictures that have small, incremental changes from one picture to the next. See also *Image*.

Annotated Card headings (AC headings): A list of *subject* headings designated by the *Library of Congress* as suitable for assignment to children's materials. Headings are given in the first *volume* of *Library of Congress Subject Headings*. A separate publication of these headings is also available. See also *Annotated Card program* and *Subject heading*.

Annotated Card program (AC program): A *program* sponsored by the *Library of Congress* that provides variant *catalog* records for children's materials. Items cataloged under this program are given summaries; *subject* headings are assigned to works of imagination; and *Library of Congress Subject Headings* are supplemented with terms from a designated list of headings suitable for children's materials. See also *Annotated Card headings* and *Subject heading*.

Annotation: A *summary* of a *work*, such as a *book*, that may be a part of a *bibliography* or catalog *entry*.

Annual: A *serial* published once a year.

Annual report: A *document* that summarizes the activities, services, programs, expenditures, and *circulation* records, among other topics, of a *library media center* for a period of one year.

Annual review: A publication containing articles and *research* on a particular *topic* or a particular field during a one-year period.

Anonymous: An unidentified source; of unknown authorship or origin.

Anonymous file transfer protocol (Anonymous FTP): An *application* used to transfer files between two computers on the *Internet*. Many Internet sites have established publicly accessible material that can be obtained through FTP; the user logs on using the account name of *anonymous*. These sites are called anonymous FTP servers. See also *Archie* and *File transfer protocol*.

Anonymous FTP: See *Anonymous file transfer protocol*.

ANSI: See *American National Standards Institute*.

Anthology: A *collection* of literary pieces such as *poetry* or short stories. The collection may include works by several authors or be limited to a particular *subject*.

Anthropomorphism: Giving human qualities to animals. For example, *Charlotte's Web* contains anthropomorphism because the animals have the ability to communicate. See also *Personification*.

Antivirus software: Computer *software* that scans for viruses; the software removes any viruses and may repair damage they have caused. This software is continually updated because new viruses emerge constantly. The user needs to purchase the updates frequently to protect *computer* programs. See also *Virus*.

Antonym: A *word* that means the opposite of another word. For example, the opposite of *good* is *bad*. See also *Homonym* and *Synonym*.

AP classes: See *Advanced placement classes*.

Aperture: 1. The opening in a *scanner* through which the reflected light exits to read a *barcode*. 2. The opening of a camera *lens* through which light passes. See also *F-stop*.

Appendix: Supplementary material attached at the end of a *work*. Examples of this supplementary material are graphs, tables, clarifying examples, and additional *resources*.

Application: A computer *program* written to perform a specific function such as *word processing*, *acquisition*, *circulation*, or *cataloging*.

Approval plan: An arrangement with a *publisher* or *jobber* to supply material in a particular category as requested by the *library media specialist*.

Aptitude test: A type of examination that measures a student's potential ability for *learning* new *information* or skills. One example is the *Intelligence Quotient* (IQ) test, which is a *test* that measures a person's intellectual ability.

Arbuthnot Award: Named for May Hill Arbuthnot, an authority on *children's literature*, the award is given annually by the *International Reading Association* to an outstanding *teacher* of children's literature.

Arbuthnot Honor Lecture: The *Association for Library Service to Children*, a division of the *American Library Association*, annually selects a distinguished *author*, critic, librarian, historian, or *teacher* of *children's literature* to present a free public lecture at a site chosen by ALSC.