

The most important terms for library use

Abstract:

Summary of a document's content. Helps in deciding whether the document is relevant.

Article:

A shorter academic work published in journals or edited volumes. It is usually not listed in library catalogs. Recognizable, e.g.: John Smith: *Digital Anxiety*. In: *Psychology Today* 07/2020, p. 70 ff. In this case, the journal *Psychology Today* must be searched in the library catalog.

Bibliography:

(Printed) list of references. A bibliography aims to record as completely as possible the literature published on a defined topic or subject area (e.g. economics/consumer behavior) regardless of its availability in a library or its publication format. It also makes it accessible according to content-related or formal criteria. Bibliography usually does not indicate in which libraries the listed publications are available. For this, additional research in library catalogs is required.

Library catalog:

Lists the copies of publications (books, journals, e-media, AV materials) held by one or more libraries. It generally does not include individual articles. Example: Passau Search Portal

Database:

A library database is a structured, electronic collection of references, full texts, or factual information that allows targeted access to reliable sources. It is used for the structured management and retrieval of journal articles, e-books, conference papers, and bibliographic metadata. The content is usually subject-specific, allowing thematic searches.

Database Information System (DBIS):

A database in which many academic libraries in Germany list and briefly describe the databases they provide. For users, DBIS combines information about both licensed and freely accessible databases and makes them searchable.

Electronic Journals Library (EZB):

A database that lists academic electronic journals across all subject areas. In addition to free, open-access journals, users can access journals licensed by their home library.

E-media:

All accessible electronic media of the university library:

- E-Books
- E-Journals
- Databases

External access:

Access to licensed electronic services such as databases, e-books, and e-journals from outside the campus network.

Interlibrary loan:

A library service used to obtain materials from other libraries that are not available locally. If the requested item is not available on site, it can usually be ordered via interlibrary loan.

Textbook collection:

The textbook collection contains key textbooks, arranged by subject, in multiple copies. These are located in the relevant reading rooms and can only be borrowed by students.

Reading room collection:

Freely accessible materials located in the reading rooms and in the book tower of the central library, which can be borrowed for 2 weeks. Items marked with a red dot may only be used within the reading room (also called open-access collection).

Reading rooms:

- Decentralized reading rooms: Nikolakloster, Economics, Computer Science/Mathematics, and Juridicum; each contains subject-specific literature
- Central Library reading room and book tower: includes general reference works and subject-specific collections

Closed stacks collection:

Materials that are not freely accessible and are stored in a restricted area. For borrowing, these items must be ordered via the "Passau Search Portal". They can usually be collected the next working day and borrowed for at least 4 weeks.

Monograph:

In academic terms, a publication that deals comprehensively with a single, specific topic. The term usually refers to a single-author work or a joint work of up to three authors. Example: John Smith: *Academic Writing Made Easy*. London 2020.

Classification (notation/system location):

A standardized sequence of letters or numbers used to represent a subject area according to a classification system. It assigns work to a specific subject area within a discipline and helps to identify relevant literature. The University Library Passau uses the Regensburg Union Classification, which has a hierarchical and subject-based structure.

Print media:

Works available in printed form, such as books (monographs, edited volumes) or journals.

Edited volume:

A publication containing independent contributions by multiple authors related to a common topic or title. Typical examples include handbooks, encyclopedias, conference proceedings, and commemorative publications. A key feature is the presence of one or more editors who organize the contributions. Individual contributions are usually not listed in library catalogs. Searches must therefore be conducted using the title or editor of the volume.

Subject heading:

A standardized term assigned according to the content of a work, independent of its title and language. It does not have to appear in the document itself and therefore differs from a keyword.

SFX:

= Link resolver. Connects a bibliographic database with an electronic library catalog or a collection of full texts. It allows access with a single click without switching between systems.

Call number:

The unique location identifier of an item in the library, often consisting of a classification number and additional elements. It must be found via the library catalog, e.g. 17/AK 39580 K95(3).

Keyword:

A term that appears in the bibliographic description of a publication. It is not standardized and may appear in any grammatical form depending on the title.

Thematic search:

Searching for literature and information on a specific topic. Content-based search categories such as subject headings are particularly useful. Careful selection and adjustment of search terms is important.

Truncation:

The use of a symbol to replace one or more characters in a search query. The most common truncation symbol is the asterisk (*) which is usually placed at the end of a word to replace an unlimited number of characters, e.g. shop* for shopping, shopper, shops, shopping possibilities.

Full text:

A document that contains the complete text of a publication, not just bibliographic information or an abstract.

Reservation:

Items that are already on loan from the closed stacks or textbook collection can be reserved in the library catalog. Once the item is returned, it is made available to the person who placed the reservation and they are notified by email.

Journal:

A publication that appears at regular intervals (weekly, monthly, yearly) and contains articles.