

Bibliotheksglossar – Library Glossary

Abstract

A summary of a document's content. It helps determine whether the corresponding document is relevant.

Aufsatz / Artikel

A shorter scholarly work published in journals, edited volumes, etc. These are generally not listed in library catalogues. Example: Jana Hausschild: Kein Anschluss. In: Psychologie heute 07/2020, p. 70 ff. In this case, one must search for the journal Psychologie heute.

Bibliografie

A (printed) list of bibliographic references. A bibliography seeks to compile as comprehensively as possible the literature published in a defined subject area (e.g., economics / consumer behaviour), regardless of whether it is available in a library or in which format it was published. Items are made findable according to content-related or formal criteria. Normally, it does not indicate how or where the items may be obtained; for that, further research in the library catalogue is required.

Bibliothekskatalog

Lists the copies of publications (books, journals, e-books, etc.) held by one or more libraries. It generally does not include articles. Example: Catalogue of the University Library Passau: Passauer Suchportal.

Datenbank

An electronic medium for the structured storage and retrieval of information. The information (e.g., book/article) is stored in categories and can be searched according to subject areas, keywords, etc.

Datenbank-Infosystem (DBIS)

A database in which many academic libraries in Germany record and briefly describe the databases they make available to their users. DBIS consolidates all information about licensed and freely accessible databases and makes them searchable.

E-Book

A book in electronic form.

E-Journal

A journal in electronic form.

Elektronische Zeitschriftenbibliothek (EZB)

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

Externer Zugang

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

Fernleihe

A library service for obtaining media not available locally from other libraries through interlibrary loan. If a desired book or article is not available on site, it can usually be ordered via Fernleihe.

Lehrbuchsammlung

A collection of essential textbooks, arranged by subject, available in multiple copies. These textbooks are located in the reading rooms and may be borrowed.

Magazinbestand

Items in a library that are not freely accessible. In Passau, they must be ordered through the Passauer Suchportal for borrowing. See also Präsenzbestand.

Monographie

In the academic context, a work in which a single, specific subject is comprehensively treated. The term usually refers to a single-author work. Example: Stefan Kühtz: Wissenschaftlich formulieren.

Notation / Systemstelle

The classification of a work within a specific subject area. It is used to locate literature relevant to a given topic. The University Library Passau uses the Regensburger Verbundklassifikation.

Präsenzbestand

Items located in the reading rooms, which in Passau may only be borrowed overnight or over the weekend. See also Magazinbestand.

Print-Medien

Works in printed form, such as monographs or journals.

Sammelwerk

A printed publication consisting of self-contained contributions by several authors, all related to the subject or title of the volume. Typical examples include handbooks, encyclopaedias, conference proceedings, and commemorative volumes. These works are usually edited, with the editors ensuring thematic consistency across contributions. Searches should be conducted using the title or the name of the editor(s).

Schlagwort

A standardized German term assigned according to the content of a work, independent of the title wording. It does not need to appear in the document itself and is therefore distinct from a Stichwort.

SFX (Link Resolver)

A tool that links a bibliographic database with an electronic library catalogue or a collection of electronic full texts. It enables seamless queries with a single click, without switching to another search system.

Signatur

The “address” of an item in the library. It is formed according to a content-based and formal system and must be retrieved via the library catalogue. Example: 17A/K 39580 K95(3).

Stichwort

A term that appears in the bibliographic description of a publication. Unlike a Schlagwort, it is not standardized and may occur in any grammatical form depending on the wording of the title.

Thematische Suche

The search for literature and information on a specific topic. Content-related search categories such as Schlagwörter are particularly useful. Careful selection and, if necessary, adaptation of search terms is essential.

Trunkieren

The use of a placeholder for any number of characters in a search query. Truncation symbols (e.g., *) are usually placed at the end of a word and substitute an unlimited number of characters. Example: Einkauf* → Einkaufsverhalten, Einkaufsmöglichkeiten, etc.

Volltext

A document containing the complete text of a publication, not merely a bibliographic record or an abstract.

Zeitschrift

A serial publication issued at regular intervals (weekly, monthly, annually). Contains articles (Aufsätze).