KEY CONCEPTS AND TERMS

1. **Bibliographic Data**

   Bibliographic data is the description of a bibliographic item. It consist of information including title and statement of responsibility, edition, publication and manufacturing, physical description, notes of useful information, and standard numbers, that together uniquely identify the item.

2. **Boolean Strategies**

   Boolean strategies allow a database searcher to combine concepts in a keyword search using three commands, also known as operators:

   or - expand search results by including synonyms and related terms,

   and - narrows search results – each time another concept is added the search becomes

   more specific, and

   not – excludes unwanted records from the search results.

3. **Catalogue**

   A catalogue is a list of books, periodicals, maps and/or other materials in a specific collection, arranged in a definite order, usually by author, title and/or subject. It offers the user a variety of approaches or access points to the information he/she seeks.

4. **Circulation**

   Circulation is the process of checking books and other materials in and out of the library. It also refers to the total number of items checking out of a library by borrowers during a specific period of time.

5. **Cite**

   To cite is to mention something or somebody as an example to support an argument or help explain what is being said or to quote something or somebody.

6. **Copyright**

Copyright is the exclusive legal right granted by a government to protect ownership of creative work. The copyright holder has the exclusive right to authorise reproduction or other uses of the work for a specific period.

7. Fiction

Fiction consists of prose literary works portraying character and events created in the imagination of the writer to entertain and expand vicariously the reader's experience.

8. Format

Format refers to the physical characteristics of any print or non-print document.

9. Genre

Genre is a type or class of literature or art. In prose fiction, genre is based on form (novel, short story etc.) and theme (mystery, romance, science fiction, etc.)

10. Index

An index is an alphabetically arranged list of the names, places and subject treated in a single work, with page numbers to direct the reader to the specific page of text on which the desired information can be found.

11. Information

Information is data to which meaning has been attributed within a context for its use. More concretely, all the facts, conclusions, ideas and creative works of the human intellect and imagination which have been communicated, formally or informally, in any form, can be considered information.

12. Information Age

The term "information age" characterizes a society in which there is widespread use and adoption of information and communication technology and, in which; information is a key determinant of economic success.

13. Information Literacy

Information Literacy is the skill of finding the information one needs, which requires knowledge of how libraries are organised, familiarity with the resources they provide (including information formats and computerised search tools), and knowledge of standard research techniques.

14. Intellectual Property

Intellectual property refers to tangible products of the human mind and intelligence which have the legal status of personal property, especially works protected by copyright and inventions protected by patent (including trade marks). Ideas are not considered the intellectual property of their creator until they are recorded or made manifest in some form.

15. International Copyright Laws

Copyright protection extends to work published outside a country's borders, currently governed by international copyright agreements, most notably the **Berne Convention** and the **Universal Copyright Convention.**

16. Literacy

Literacy is the ability to read and write at a minimal level of proficiency.

17. Non-fiction

Non-fiction is comprised of prose works portraying events which actually occurred and characters or phenomena which actually exist, or which existed in the past.

18. Non-print

Non-print materials are published in a format other than print or paper, including microfilm, microfiche, audio-recordings, CD-ROMS, slides, filmstrips, films, video-recordings and information in digital format such as machine-readable data files.

19. Periodical Files

Periodical files are cumulative list of periodical articles in which the citations are arranged alphabetically by author and/or by subject or in a classified order.

20. Plagiarism

Plagiarism is an act or instance of using or closely imitating the
language and thoughts of another author without authorization and the
representation of that author's work as one's own, as by not crediting the original author.

21. Problem solving is the process of finding or constructing a solution to a task for which no
ready solution is at hand.

22. **Technology**

Technology is the technical means people use to improve their surroundings. It is also
using knowledge, tools and systems to make people's lives easier and better