



Bridges Library System
741 N. Grand Avenue,
Suite 210
Waukesha, WI 53186
(262)-896-8080
Connie Meyer
System Director
<http://www.bridgeslibrarysystem.org>

Glossary of Library Terms and Acronyms

- ❑ **Access:** In a public library context, ability of an individual to use a library whether or not he or she is a resident of the municipality in which the library is located.
- ❑ **Acquisitions:** Items purchased or otherwise acquired for a library's collection.
- ❑ **ALA:** American Library Association, a national group of librarians, trustees and interested individuals. See <http://www.ala.org/>
- ❑ **Audio-visual/AV Materials:** A term for materials that are not in print form, such as CDs, DVDs, Playaways.
- ❑ **BadgerNet Converged Network/BCN:** WI public-sector telecommunications network that provides broadband circuits. See: <http://sepc.setda.org/state/WI/broadband/state-network/>
- ❑ **BadgerLink:** A program of the state that funds and provides access to a variety of high-quality commercial databases, such as magazine and newspaper articles and indexes and online encyclopedias and children's material. The access is free to all Wisconsin residents via the internet. See <http://badgerlink.dpi.wi.gov/>
- ❑ **B&T:** Baker & Taylor – a book vendor used by many libraries.
- ❑ **CAFÉ.** Catalog Access for Everyone is the shared integrated library automation system hosted by Bridges Library System. All 24 member libraries are participants in CAFÉ. See: <http://www.cafelibraries.org>.
- ❑ **Cataloging:** The act of creating a record which provides a standardized bibliographic description of a book or other item in a library's collection, the process may result in a catalog card for the file or in a machine readable record for a computerized database.
- ❑ **CCBC:** Cooperative Children's Book Center, a preview center located on the UW-Madison campus where youth services librarians can go to look at the latest books for youth, as well as examine special collections. The CCBC also provides intellectual freedom resources. See: <https://ccbc.education.wisc.edu/>
- ❑ **CE:** Abbreviation for continuing education. An umbrella term for workshops and seminars.
- ❑ **Circulation:** The library name for checking out a book or other item of library material.
- ❑ **COLAND:** The Council on Library and Network Development, the state level advisory group, appointed by the Governor, which makes policy and

Bridges Library System

- activity recommendations on library services to the Wisconsin Division for Libraries and Technology. It is composed of both citizen and librarian members. See: <http://dpi.wi.gov/coland>
- ❑ **Crossover borrowing:** Circulation by a resident of a municipality in the System at a library other than the individual's "home" library. Not to be confused with interlibrary loan.
 - ❑ **Database:** A computerized listing of information which can be sorted alphabetically and numerically, often used to describe a library catalog on computer but also describes other forms of information.
 - ❑ **DLT:** Division for Libraries, Technology, and Community Learning, the state agency in the DPI in charge of library development in Wisconsin. See: <http://dpi.wi.gov/libraries>. The DLT coordinates the activities of the state's public library systems, supervises system compliance with the state library laws, and distributes state aid to library system as well as providing assistance to the state's libraries. See: <http://dpi.wi.gov/pld>
 - ❑ **DPI:** Department of Public Instruction, the state department in charge of elementary and secondary schools as well as school and public library services. See: <http://dpi.wi.gov/>
 - ❑ **E-Rate:** A federal program for providing subsidies to schools and libraries for telecommunication access and service. <http://www.usac.org/sl/>
 - ❑ **FMIS: Financial Management Information System.** The methodology/software that an organization uses to oversee and govern its income, expenses, and assets. Waukesha County product is called *New World Systems*.
 - ❑ **ILL:** Interlibrary Loan: the borrowing and lending of materials between libraries on request. Involves libraries contacting one another and having items delivered. Not to be confused with crossover borrowing.
 - ❑ **ILS:** Integrated Library System. May also be known as a library management system. It is the software system that is used for library operations and typically includes cataloging, circulation, acquisitions, serials, and public catalog modules.
 - ❑ **IMLS:** Institute for Museums and Library services, a federal agency that provides grants to museums and libraries as well as planning and development assistance. Its grants are applied for directly from Washington unlike the LSTA grants listed below which are handled by the WI Department of Public Instruction. <https://www.ims.gov/>.
 - ❑ **Intersystem circulation:** Circulation by a resident of one system at a library in another system, such as Lakeshores use of a Bridges Library System library.
 - ❑ **ISBN:** International Standard Book Number. This number appears in most published materials, is supposed to be unique to that title and is frequently required when ordering an item.
 - ❑ **LD&L:** Library Development and Legislative Committee of the Wisconsin Library Association. See: <http://wla.wisconsinlibraries.org/legislative>
 - ❑ **LSTA:** Library Services and Technology Act. A federal grant program that is administered by the DLT and available for funding specified library technology and other targeted services. The DLT establishes the grant categories, evaluates the grant applications, distributes the funds, and monitors reporting and compliance of the grant recipients. See: <http://dpi.wi.gov/pld/lsta>
 - ❑ **MARC:** Machine Readable Cataloging. A nationally standardized method of describing books and library materials in

Bridges Library System

- a library card format that can be read by computerized database programs, thereby creating useable database records.
- ❑ **Mill Rate:** The unit of measure used to determine property taxes. One mill is equivalent to \$1.00 for each \$1,000 of property value.
 - ❑ **MLS.** Masters Degree in Library Science. The advanced degree for librarians.
 - ❑ **Multitype:** Term used to describe cooperation between public libraries and other types of libraries such as school or hospital libraries.
 - ❑ **OCLC:** Online Computer Library Center. A global library cooperative that provides computerized catalog records. See: <http://www.oclc.org/en-US/home.html>
 - ❑ **OPAC:** Online Public Access Catalog.
 - ❑ **Periodicals:** Items that are received by a library on a regular basis, usually by subscription, usually magazines. Compare to Serials below.
 - ❑ **PLA:** Public Library Association, a division of American Library Association that focuses on public libraries. See: <http://www.ala.org/pla/>
 - ❑ **Processing:** In a library setting, the act of preparing a book or other item for library circulation, involving putting labels, jackets and other identifying information on the item.
 - ❑ **RFID:** Radio Frequency Identification. Automatic identification technology which uses radio-frequency electromagnetic fields to identify items carrying tags when they come close to a reader. Often used in libraries to assist with materials check-in, inventory management and theft detection.
 - ❑ **RFP:** Request for Proposal. A solicitation by an agency interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.
 - ❑ **RFQ:** Request for Qualifications. A document used to “pre-qualify” vendors often used as a part of an RFP process.
 - ❑ **RL&LL:** Resources for Libraries and Lifelong Learning provides statewide services to educators, libraries and Wisconsin residents including managing BadgerLink, WISCAT, and Wisconsin Digital Archives. See: <http://dpi.wi.gov/rl3>
 - ❑ **Serials:** Items issued in successive parts, usually at regular intervals, including annuals, yearbooks, periodicals. This is more inclusive than “periodicals” above.
 - ❑ **SEWI:** An acronym for Southeastern Wisconsin. Used by the library systems to refer to the area Continuing Education cooperative program coordinated by Bridges Library System with programs funded by participants. Current participants in the cooperative CE program are: Bridges Library System, Arrowhead Library System, Milwaukee County Library System, Lakeshores Library System, Eastern Shores Library System, Mid-Wisconsin Federated Library System, and Kenosha County Library System. See: <http://sewilibraries.org/>
 - ❑ **SLP or SRP:** Summer Library Program/Summer Reading Program.
 - ❑ **SRLAAW:** System and Resource Library Administrator's Association of Wisconsin. An organization comprised of the directors of the state's library systems and their resource libraries. Meets quarterly to discuss issues and advise the Division for Libraries, Technology and Community Learning. See: <http://www.srlaaw.org/>
 - ❑ **TEACH:** Technology for Educational Achievement in Wisconsin is a state telecommunications access program and mechanism to provide discounted BadgerNet services to schools and libraries. It is partially funded by the

Bridges Library System

- state and by federal funds using the e-rate program. See: <http://teach.wisconsin.gov/>
- **TNR:** True Non-Resident borrowing takes place when a resident of a non-library community that is taxed by Waukesha County uses one of the 16 libraries in Waukesha County. In other areas of the state this is referred to as “county” circulation or “non-librariated” circ.
 - **Union Catalog:** A catalog, either manual or computerized, which combines the holdings of more than one library. The state union catalog is known as WISCAT.
 - **United for Libraries:** Association of library trustees, advocates, friends and foundations. See: <http://www.ala.org/united/>
 - **USF:** Universal Service Fund. A system of telecommunications subsidies and fees managed by the US Federal Communications Commission (FCC) intended to promote universal access to telecommunications services in the United States.
 - **WAPL:** Wisconsin Association of Public Librarians, a division of the WI Library Association. See: <http://wla.wisconsinlibraries.org/wapl>
 - **Weeding:** The removal of older, unused, or outdated items from a library's collection. National standards call for a target of close to 5% weeding annually for most public library collections.
 - **WiLS:** Wisconsin Library Services. An agency that provides services to libraries and library system in areas such as planning, cooperative purchasing and project management. See: <http://www.wils.org/>
 - **WISCAT:** A computerized union catalog now on the internet, produced by RL&LL to list the holdings of millions of library items at hundreds of state libraries for interlibrary loan and cataloging purposes. See <http://wiscat.net/MVC/>
 - **WiscNet:** A membership organization that provides research and education networking services to public and private higher education, K12 school districts, libraries, municipalities, and hospitals throughout Wisconsin. See: <http://www.wiscnet.net/>
 - **WLA:** Wisconsin Library Association, a state group of librarians, trustees, advocates and interested individuals. See: <http://wla.wisconsinlibraries.org/>
 - **WLAF:** Wisconsin Library Association Foundation. See: <http://wla.wisconsinlibraries.org/wlaf>
 - **WLTF:** Wisconsin Library Trustees and Friends of the Wisconsin Library Assoc. See: <http://wla.wisconsinlibraries.org/wltf>

For a comprehensive online dictionary for library and Information Science visit: http://www.abc-clio.com/ODLIS/odlis_A.aspx