**Library Vocabulary Words**

1. **Access** – to locate data or library records and information. As a library student aide, you access library records when you check in books or check out books to patrons.
2. **Arrange** – to place in proper order. All library books and materials are arranged in order by their call number; except Easy or Everybody books in the blue crates.
3. **Audiovisual or media** – information that is in a non-print format. This includes audiotapes, videotapes, DVD’s, TV’s, VHS recorders, and DVD players.
4. **Barcode** – each library book and other material has a barcode that identifies it specifically. If there are 2 books that are the exact same, they will have two different barcode numbers. The T in front of the barcode stands for Title. Patrons also have a barcode. Their barcode number will have a P in front of it. This is their barcode assigned to their name for checking in and out library materials.
5. **Biography** – a book about a person written by some other person. Biography books are shelved with the call number 92 and the first three letters of the person’s last name. If the biography book is about Mr. Billings, it will have the call number 92 BIL.
6. **Book Truck** – the location where all library materials are placed when they are checked in. Library student aides move the book truck to the library shelves to place the book back at its proper place or ADDRESS.
7. **Book ends** – the support to hold books up at the end of the shelf.
8. **Book Hospital box** – this is the hospital for library books. If something needs repaired, please show it to Mrs. Johnson. This goes for anything. If the green Lexile Level sticker is coming off or missing, or if the tape is yucky, barcode is coming off, etc. Show it to Mrs. Johnson and she will give you permission to place items in the box. Do not place items in there without permission.
9. **Call number** – a group of letters and/or numbers that tell where the book lives on the shelf in the library. It’s like the address for the book!
10. **Check out** – to borrow a library book from the library for a certain period of time.
11. **Circulate** – to allow library materials to be checked in and checked out. They circle – in and out!
12. **Circulation desk** – the location in the library where patrons check in, check out, renew, ask about missing items, fines, etc.
13. **Confidential** – intended to be kept secret. The title of books and the types of materials checked out by patrons is confidential and is not to be discussed without permission. Under no circumstances are library staff or library student aides allowed to release patron related information to anyone other than the patron or the parent and appropriate staff legally responsible for that student.
14. **Dewey Decimal Classification** – a method developed by Melville Dewey to arrange and shelve nonfiction books by using the numbers 000-999.
15. **Due date** – the date by which borrowed books and materials should be returned.
16. **Easy or Everybody** – a book that is considered a picture book and generally read in one sitting. Easy or everybody books have the call number E and the first three letters of the author’s last name. Easy or Everybody books are shelved by their Lexile Level or Reading Level.
17. **edging** – pulling books close to the front edge of the shelf when shelving books.
18. **Fiction** – a book that is FAKE or not real. Fiction books are shelved with the call number FIC and the first three letters of the author’s last name. If the fiction book is written by Kim Johnson, it will have the call number FIC JOH. The most popular section in the KMS Library is the fiction section.
19. **Fines** – the amount of money which is owed by the patron if library materials are not returned on time.
20. **Hold** – we place a hold on a book when it is NOT in the library. When the book is checked in, a message will appear on the computer screen and the library student aide will place a HOLD NOTICE on the book and place it in the HOLD Box.
21. **Interlibrary Loan** – (ILL) library service that allows a patron to request materials from other libraries (such as Masterson, South, or KHS).
22. **Nonfiction** – a book that is real. Nonfiction books are shelved with the call number being part of the Dewey Decimal Classification system (000-999). Nonfiction books are shelved in number order first. Then if the numbers are the same, they are shelved in ABC order.
23. **Online catalog** – Our online catalog is Destiny. It is how we look for books and how books are checked in and out to patrons. It is a listing of all the materials available in the library.
24. **Overdue** – materials that are not returned to the library by their due date are considered overdue.
25. **Patrons** – patrons are the PEOPLE who use the library. Students, teachers, etc. Your job as a Library Student Aide is to assist all patrons.
26. **Periodical** - a publication published at regular intervals (periodically) and more frequently than once per year. It includes articles by several writers. Included in this category are newspapers, magazines, and journals.
27. **Renew** – an extension of the loan period. When you renew a book, you get a new due date.
28. **Replacement cost** – when a student loses a library book, he/she must pay the replacement cost for the book. It is shown on the screen in Destiny in a dollar amount.
29. **Series** – books that are usually related to each other in subject matter.
30. **Spacing** – when shelving books, it is making sure that there is extra space on a shelf so the books are not crammed.