

UNLOCKING LIBRARY LANGUAGE:

The Ultimate Glossary
for School Librarians



Welcome to Your Ultimate Glossary of School Library Terms

Stepping into the role of librarian for your school can be both exciting and overwhelming, especially for educators who already wear many hats. Suddenly, you're immersed in a world filled with terms like "OPAC," "Cataloguing," and "Metadata." But don't worry—you don't have to navigate this new terrain alone.

- Simplified Library Terminology
- Reduce Your Learning Curve
- Master Essential Concepts
- Boost Confidence in Your Role

Who is this glossary for?

This glossary has been put together specifically for teachers and school staff who may be stepping into the role of managing a school library without formal library training. Library terminology can sometimes feel like a foreign language—but don't worry, we're here to help you decode it!

In this glossary, you'll find clear and straightforward definitions of key library terms that will help you navigate the world of library management with ease. Our aim is to equip you with the knowledge and confidence to make informed decisions that enhance your school library's role as a hub of learning and inspiration.

Whether you're shelving books, guiding students to the right resources, or blending traditional library services with the latest technology, this glossary will be your go-to resource. With these terms at your fingertips, you'll be ready to transform your library into a vibrant centre of knowledge that supports your students' educational journey.



Managing a school library doesn't have to be intimidating, if you:

UNDERSTAND ESSENTIAL LIBRARY TERMINOLOGY

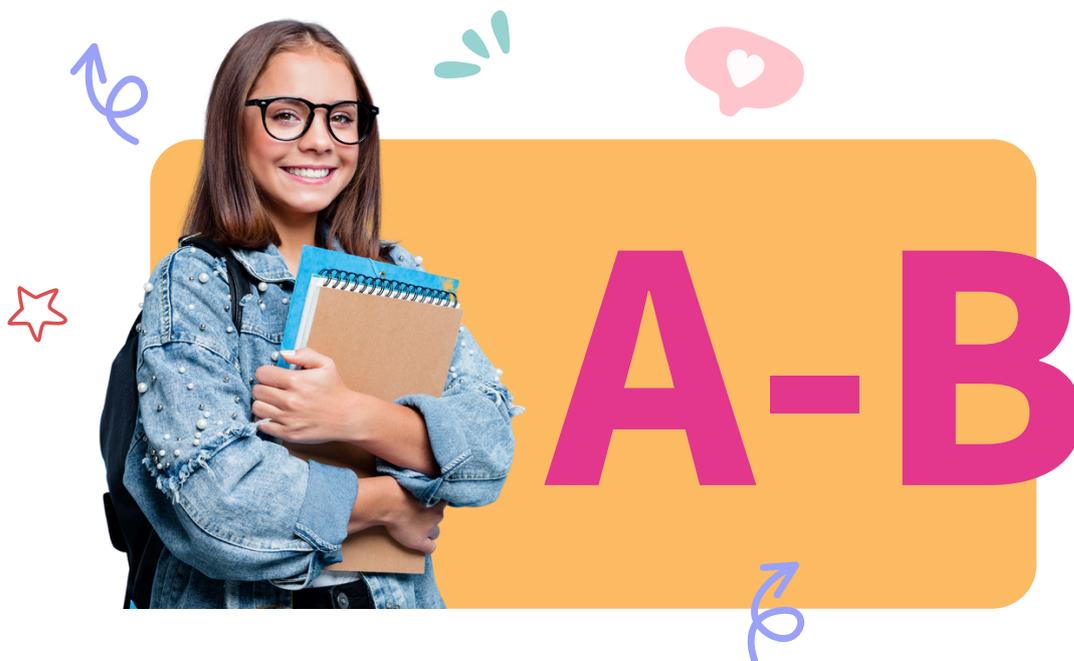
This glossary simplifies key terms for you, helping you navigate library worlds with confidence.

EMBRACE USER-FRIENDLY LIBRARY TECHNOLOGY

Systems like our Simple Little Library System streamline tasks and significantly reduce your learning curve.

HAVE THE RIGHT SUPPORT

Support from people in similar positions or from your library system provider can make a massive difference.



Accelerated Reader (AR):

This is a reading management and monitoring programme that aims to foster independent reading. The software assesses the **Reading Level** or reading age and suggests books that match learners/pupils' needs and interests. This can be a **Third-Party Integration** with your **LMS**.

Acquisitions:

The process of obtaining new books, magazines and other **Stock** for the library, either through purchase, donation, or subscription.

Adding Users:

The process of ensuring that all your learners, students or pupils (and any other end-users) are in the library system so that they can borrow, return and **Reserve** books – or make use of other relevant functionality. See **Helper Roles**. This can be done manually or automatically. See **Wonde** for data integration with your school's **Management Information System (MIS)**.

Autocat:

A quick and easy way to get your existing collection and new **Acquisitions** onto the library management system. Scan the book **ISBN** and it will automatically retrieve the title, author, cover etc. This saves time and reduces the amount of typing you need to do.

Barcode/Barcode Number:

A unique code assigned to each library item for tracking purposes, used for borrowing and returning items via a **Barcode Scanner**.

Book Drop:

A designated area or box which is sometimes outside the library, where anyone can return books or library items when the library is closed.



Cataloguing:

The process of creating records in the **Library Management System** for each item in the library collection. This includes title, author, subject, publisher, **Reader Level** and location etc. **Autocat** and a **Barcode Scanner** speeds up this process.

Check In/Out:

The process of borrowing or returning books or other library materials.

Classification System:

A simple logical system within a library to organise books and other materials so that people can find items on a shelf or in a particular classroom or school location. Schools will generally have a topic-based classification system for non-fiction **Stock**.

Classmark/Shelfmark:

A code assigned to a book or other library item to let people know where it is located. This might be based on its subject matter or the **Classification System** you are using.

Digital Literacy:

The ability to use digital tools and resources, such as **E-Books**, databases, and the internet, to locate, evaluate, and create information.

E-Book:

A digital version of a book that can be read on computers, tablets, or e-readers. Many libraries offer e-books alongside print copies to increase access to resources



Field:

In a library catalogue, a field is a specific area where particular information is entered, such as author, title, subject, or **ISBN**. Fields help people find the exact item because they can **Filter** their searches using the information entered in the different fields. **Autocat** helps you fill in fields automatically and can generate **Metadata**.

Filter/Filtering:

Searching using filters is an effective way of locating books and other library items when you aren't sure of what is available. For example, you might filter by **Subject Heading**, availability, **Reader Level**.

Helper Roles:

School libraries rely on students/pupils/learners and teachers to assist with essential administration. These helpers will have limited or temporary access to the **LMS**.

Information Literacy:

The set of skills needed to find, evaluate, and use information effectively.

ISBN (International Standard Book Number):

A unique 13-digit identifier assigned to books for commercial and identification purposes. It helps in cataloguing and sourcing books efficiently and accurately.

Library Management System/LMS:

Software used to manage and track a library's collection, borrowing and returning of books, cataloguing and borrowers' accounts.



Metadata:

Information that describes and gives context to an item in the library's catalogue. For example, title, author, publisher, publication date, **ISBN**, **Subject Headings**, **Taxonomy** terms, **Reader Level** and a physical description.

OPAC (Online Public Access Catalogue):

A simple streamlined version of a library's catalogue that allows users to search for books, magazines, e-books, reading lists, and other **Stock** available in the library. It can be accessed from home via the internet, on mobile/smartphones/tablets or from within the school's network. You can also use the OPAC for **Self-Service Check In/Out**, **Reservations** and **Renewals**.

Overdue:

This refers to books or other items that have not been returned by their due date. Most **LMS** can automatically track and notify people about overdue items.

Oversize:

Refers to books or materials that are physically too large to fit on regular library shelves. These items are often shelved in a special oversize section but will still be sorted using your **Classification System**.



Reading Level:

Reading levels are a way of determining the reading skills a learner/pupil/student already has. See also **Accelerated Reader**.

Reference Section:

A part of the library collection reserved for in-library use only, such as encyclopedias, dictionaries, or key reference texts. They must not be removed from the library.

Renew/Renewal:

A lengthening or extension of the borrowing or loan period for library books or other materials.

Reservations:

When a book or other item is out on loan, a learner, teacher or other end-user can reserve it. Once the book is returned to the library, they will receive a message saying that the item is ready for collection



Scanners:

The purpose of a Barcode scanner is to read, translate, and transmit information contained in Barcodes.

Self-Service Checkout Screen:

See **OPAC**.

Shelf Location:

The specific physical place where a book or resource is located in the library, usually determined by its **Classmark** or **Subject Heading**.

Stock:

Your entire collection of library materials, books, audiovisual items and magazines etc.

Subject Headings:

These are standardised terms used in library catalogues to describe the content of an item, helping users find resources on specific topics. These could be related to your **Classification System**.



Taxonomy:

Think of a taxonomy as a way of describing what a book is about. You choose from a set list of terms and you can apply more than one term to an item.

Third-Party Integrations:

This is a connection between two or more apps or systems. For example, your library management system could integrate with **Wonde**, **Accelerated Reader** or bibliographic data from publishers.

Weeding (De-selection):

The process of removing outdated, damaged, or rarely used books and materials from the library collection to keep it relevant and current.

Wonde:

This is a Third-Party Intergration data management solution that automatically syncs the library user lists with the school's Management Information System (MIS). This means no more manual updates or worries about whether all new learners/pupils/students have been added to the LMS correctly.

How a Library Management System can Benefit you as a Teacher-Librarian

A good library management system streamlines daily tasks like cataloguing, tracking loans, and managing the library stock. Thanks to Autocat, new books are quickly added to the system, ensuring students have immediate access to the latest resources. By automating as much as possible, you reduce manual errors and save time.

A quality library management system provides valuable analytics and reports that offer insights into borrowing patterns, popular genres, and resource usage. This data-driven approach enables you to make informed decisions about acquisitions, weeding, and program development.

An effective system doesn't just make your job easier, it frees up your time to focus on student and learner engagement. Features like an intuitive Online Public Access Catalogue (OPAC) enable students to discover and reserve books independently, from home or within the school environment.

By tailoring your library's offerings to meet the specific needs and interests of your school community, you foster a love for reading and learning, turning the library into a vibrant hub of activity within your school.

Why Simple Little Library System?

- Affordable
- Easy to use
- Safe: GDPR compliant
- 24/7 Support
- Print and digital resources
- Access from all devices
- One-search
- Self-loaning
- Pre-configured reports
- Branded with school logo and colors
- Award-winning supplier
- Designed by a Chartered Librarian



No set up costs

Free 30-day trial

Free data import

Free upgrades

Two free online training sessions

Your Library Learning Journey Doesn't Have to Stop Here!

Our **Ultimate Glossary for School Librarians** is just the beginning. We are proud of our Small Library Knowledge Hub which is written for people just like you. Our blog is here to help you make the most of your library system, offering practical insights, tips, and best practices that can truly make a difference. We explore:

- What to look for when purchasing a Library Management System
- Hints and tips to get you started on your library planning
- Making the most of user-friendly OPACs to boost library engagement
- Streamlining school library processes

But this is just the start!

We'll be covering ideas such as compiling resource lists to enhance your collection, strategies for increasing student and staff engagement, and ways to add real value to your library's services. Whether you're looking to simplify daily operations, maximise your library's potential, or stay up to date with the latest trends, our blog is here to inform and educate.

Why not join us on this journey? Discover how the SLLS team can assist and advise you in turning your library into the beating heart of your school.

Why Simple Little Library System?

- Affordable
- Easy to use
- Safe: GDPR compliant
- 24/7 Support
- Print and digital resources
- Access from all devices
- One-search
- Self-loaning
- Pre-configured reports
- Branded with school logo and colors
- Award-winning supplier
- Designed by a Chartered Librarian



No set up costs

Free 30-day trial

Free data import

Free upgrades

Two free online training sessions

Why Simple Little Library System from Bailey Solutions?

25
YEARS OF
EXPERIENCE

1000+
CUSTOMERS

99%
CLIENT
RETENTION

20+
COUNTRIES

“What started as a working tool for me, became the working tool of other librarians.”
Penny Bailey

Bailey Solutions was born from a desire to **solve the practical problems faced by librarians**, and this philosophy is at the heart of each of our library systems. Our founder, **Penny Bailey**, has poured her heart and soul into creating **Simple Little Library System (SLLS)** – a browser-based system designed to be user-friendly and accessible not just for librarians, but also for teachers, teaching assistants, library helpers, volunteers and administrators and anyone else managing libraries and collections in schools, academies, colleges and other learning establishments.

We truly value the **feedback and insights from our clients**, and we strive to incorporate their best ideas into our software updates. This continuous improvement ensures that our system is always top-notch, perfectly tailored to meet the needs of its users, and aligned with our founding philosophy. After all, when our clients are happy, we’re happy too! Our commitment to excellence has been recognised with the BIALL **Supplier of the Year award in 2022**.



+44 127 338 6849
info@baileysolutions.co.uk
www.simplelittlelibrarysystem.co.uk
Simple Little Library System © 2023 – All Rights Reserved