

	Library Media and Technology Vocabulary List
Term	Definition
Accuracy	The quality of correctness in the detailed facts provided in information resources. Accuracy is an important criterion in judging the reliability of information provided on the Internet.
Action Settings	In presentation software, allow you to use shapes and pictures as links to other slides, files, websites, or sounds.
alignment	Positioning of data relative to a fixed point, such as the page margin; the most common types of alignment are right, left, center, and justified.
Ascending Sort Tool	In spreadsheet or database software, arranges a selected sequence of items in ascending order, alphabetically from A to Z, or from lowest to highest number.
Authoritative	A source that is official. Also, a work known to be reliable because its authority or authenticity is widely recognized by experts in the field.
Author search	A way of searching the library catalog for all works by a specific author, using the author's name. Usually done using the format: last name, first name.
Autobiography	A work which describes the life of a person and is written by that person.
Barcode Number	The printed label with black vertical lines, designed to be read by the computer scanner for check-out or check-in. This tells the computer which specific book a patron is checking out or returning.
Bibliography	A list of all the resources used to gather the information included in a research paper.
Big6	A model used for research and solving other information need problems.
Biography	A work which describes the life of a person and is written by someone other than that person.
bookmark	A link to a web page, web resource, or offline resource stored in a web browser so that the user can return to the resource easily.
browsing	Scanning a web page or web pages in order to find information.
Call Number/Spine Label	The printed label on the back of a library book (the spine) which gives information about where it can be found in the library.
category search	A search strategy that requires that information has been arranged into hierarchies.
cell	An individual box that is found at the intersection of a row and column in a spreadsheet.
central processing unit (CPU)	The part of the computer that interprets data and controls the operation of the computer; often referred to as the computer's brain.

chart	A graphic or diagram that displays data or the relationships between sets of data with pictures instead of numbers.
Citation	A brief description of a text (book, article, report, World Wide Web page, or other) that has been quoted, or used as a source. The exact arrangement and formatting of a citation is dictated by a specific style manual (e.g. MLA, APA, Chicago, etc.)
Copy	A computer command that copies a selected item for placement elsewhere (pasting) without removing that item from its original location.
copyright	The legal right granted to an author, editor, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.
Crop tool	In graphics software, a tool used to cut off unwanted parts of an image.
data labels	In spreadsheet software, the labels that go next to the actual data of a graph and usually show value.
database	A large, regularly updated collection of digitized information related to a specific subject area that is accessed on the World Wide Web. The content is created by the database producer to ensure quality.
desktop	The on-screen work area that is visible when no programs, files, or folders are open; allows users to work with and organize icons as if they were real items on an actual desk.
dialog box	A special window displayed by a computer system or application that requires a user to make choices.
document	A file created by the user in any application which a user can edit and retrieve by name.
domain name	The part of a URL which identifies the server, or remote computer, that stores accessible files.
downloading	Copying a file from a remote computer to the user's computer using a modem or a network.
dropdown list	A list that drops down with additional options when a particular menu item is selected.
Edit menu	A program menu that includes commands that alter data within a document, like Cut, Copy, and Paste.
ethics	A set of rules, principles, or standards that dictate proper conduct in the use of technology.
fiction	Literary work created in the imagination of the writer.
field	A portion of a spreadsheet or database specifically for a particular type of data.
file	The basic unit of storage on a computer; a block of information which contains information that the computer uses, such as a program or a document.
file extension	A group of letters after a period at the end of a file name; usually indicates file type.

File Menu	A program menu that holds commands and options for files, like New, Open, Close, Save, and Print.
Fill tool	A tool in graphics software used to fill a selected area with a chosen color.
firewall	A security system that monitors information moving to and from a computer network and prevents unauthorized users from accessing the network.
Focus Statement	A statement made at the beginning of a research paper that introduces what the paper is about.
folder	A directory which contains files and exists within a file structure.
font	The style of the letters, numbers and other characters on the screen or a printed page, including their color, size, and style.
footer	Text at the bottom of a printed document.
formula bar	A bar near the top of a spreadsheet window that displays the contents of the active cell.
gigabyte (gb)	A unit of information equal to one billion bytes or one thousand megabytes, usually refers to computer memory.
Hanging indent	An indentation after the first line of text commonly used in the formatting of bibliographies and works cited.
hard copy	A printed copy of computer output.
hard drive	Computer hardware that contains and spins an optical or magnetic disk and reads and writes information on it.
hardware	The physical components of a computer system.
header	Text at the top of a printed document.
Help menu	A program menu that allows the user to look up a command, tool, or topic and learn how to use it.
Holds	A library service that allows patrons to reserve a book that is checked out or to request a book from another library.
home page	The web page that acts as the beginning or front of a website.
hub	Device that acts as a connection point for computers in a network.
hyperlink	A reference from some point in a document to another document or different point in the document.
Hypertext Markup Language (HTML)	A programming language composed of a series of codes or tags that web developers use to create web pages.

Hypertext Transfer Protocol (HTTP)	The protocol used by a web browser and web server to communicate and transfer files.
Index	An alphabetical list of the names, places, and subjects discussed in a book and the page number(s) on which each word is discussed.
Interlibrary loan	A library service that allows patrons to request books from another library, and the process that enables this service to function.
Internet	The high-speed fiber-optic network that connects computer networks around the world.
JPG/JPEG or jpg/jpeg	Joint Photographic Experts Group; a file extension used for compressed digital images.
keyword search	A search strategy which uses a specific word or group of words that describe information a user wants to find.
keyword	A word related to the topic being researched, which can be used as a search term for finding related materials electronically (in an online public access catalog, database, internet, etc.)
kilobyte (kb)	A unit of information equal to 1024 bytes.
local area network (LAN)	A network that spans a limited geographical area and is usually used for a particular organization. Contrast wide area network.
log on	To identify oneself with a username and password and thus gain access to a particular system.
log off	To end a user session with a particular system.
margins	The blank space bordering the printed area on a page; margins can be modified in the page setup of a document.
Maximize button	A window control that increases the size of the window to size of the entire screen.
Media	The material or technical means by which any creative work is produced and communicated to others whether in print or non-print format.
megabyte (MB)	A unit of information equal to one million (1,048,576) bytes.
Minimize button	A window control that hides a window without closing it.
network	A group of two or more computers or other devices that communicate with each other to share resources.
Nonfiction	Literary work which describes actual events or people, and is not created in the imagination of the author.
online	Indicates that a computer or other device is connected to a network.
operating system (OS)	A program required by computers to manage all the functions of that computer, like programs and hardware.

page orientation	The direction a piece of paper faces when the content is upright; usually "portrait" (vertical) or "landscape" (horizontal).
password	A combination of letters and numbers that is used to verify a user's identity when accessing a system; passwords generally do not include punctuation or spaces, and are often obscured by bullets or asterisks when displayed on the screen to prevent others from seeing the password.
Paste	A computer command that takes a copy of the item on the clipboard and places it wherever the cursor is in a document.
plagiarism	Copying or closely imitating the work of another without permission and with the intention of passing the results off as original work.
Primary Documents	A document such as a letter, diary, eyewitness account, treaty, government law, etc. which contains direct, first-hand information about a historical event, person, etc.
Print Preview	A command that lets the user see how a printed document would look before actually printing.
Random Access Memory (RAM)	Memory that can be read and written to.
Read-Only Memory (ROM)	Memory that can be read but not written to.
Reference	A book or series of books (like an encyclopedia) which contains specific information often organized by subject, and used to look up specific facts or data. Also, the section of the library where these books can be found.
Relevancy	How much the information retrieved in a library or internet search is judged by the user to be applicable to the subject of the research.
Renew	To extend the loan period of a book that is already checked out.
Research	Careful investigation of a topic, with proper documentation of the sources used, in preparation for synthesizing the information and reporting on what has been learned about the topic.
resolution	Indicates the sharpness of an image; the more pixels per inch, the greater the resolution.
scroll bar	A bar on the side or bottom of a display area that a user can move in order to see different parts of the document.
search engine	Computer software designed to help locate information available at sites on the World Wide Web using appropriate keywords or phrases. Examples of search engines are Yahoo, Google, Dogpile, etc.
spreadsheet	A document which is arranged in rows and columns; includes worksheets and tables.

Stacks	The shelving area of the library, where the different physical collections of books and other materials (such as the fiction collection or the reference collection) can be found.
Subject search	A way of searching the library catalog for books and materials about a specific topic, using the topic, or subject, itself as the search term.
Sum tool	A function in spreadsheet software that calculates the sum of numbers in a range of cells.
table	An orderly arrangement of data within a set of rows and columns.
Table of Contents	Usually found in the front, a list of a book's or other printed material's content, in the order it appears and indicating what pages each section can be found.
Thesis	A statement made at the beginning of a research paper that is arguable, defensible, clear, and concise that tells the reader what the paper is about.
Title search	Using the title of a specific book or other material when searching for it in a library catalog, online, or other electronic search.
toolbar	A series of buttons under the program menus that correspond to commands, options, and tools in those program menus.
TXT or txt	File extension used for plain text files.
Uniform Resource Locator (URL)	An address for an Internet resource; helps the browser find files.
upload	To send a file from a networked computer to a central computer or a server.
username	The name that identifies a user within a system; sometimes called a login name or user ID.
website	A collection of related web pages and associated files that are delivered from a single web server and are maintained as a whole by a single organization.
Works Cited	A list of all the resources directly quoted from in a research paper.
World Wide Web (WWW)	The largest example of a wide area network; the collection of all the web pages and files delivered by web servers that are connected to the Internet.