

## TomCat Explained

### LOCATION

### What does it mean?

Circulation

Books that you can take out of the library

Reference

Encyclopedias, dictionaries, etc. that you cannot take out of the library

Periodicals

Magazines, journals, newspapers, etc.

Art

Art books that you can take out of the library

Audio Visual

Videos, music CDs, CD-ROMs, DVDs and cassette tapes; located behind the circulation desk

Juvenile

Books for children that you can take out of the library

CC K12

Sample textbooks, supplemental material for elementary and secondary education classes

USCC Adult Pamphlets

Pamphlets published by the United States Catholic Bishops Conference

Electronic Journals

Magazines and journals available through the World Wide Web

World Wide Web Site

Web sites

# TomCat Material Type Codes

| <u>Code</u>      | <u>What does it mean?</u>        |
|------------------|----------------------------------|
| Print Material   | Books, magazines, journals, etc. |
| Printed Music    | Music scores                     |
| Print Map        | Atlases                          |
| Projected Medium | Videos and DVDs                  |
| Spoken Recording | Spoken sound cassettes           |
| Sound Recording  | Music CDs and cassettes          |
| Computer File    | CD-ROMs and web sites            |

## Library Definitions

**Bindery or Repair:** A place where periodicals and books are sent to be bound in hard covers. The term bindery can also indicate that the material has been taken off the shelf for repairs.

**Call number:** A combination of letters and numbers placed on the spine of a book to locate it in the library.

**Check Out:** To borrow library materials for a specified period of time.

**Circulation:** A location within the library that houses the circulating materials that can be checked out for specified periods of time.

**Circulation Desk:** The counter where patrons check out and return library materials. Renewals, recalls, holds, and reserves are also handled here.

**Due Date or Date Due:** The date by which borrowed materials must be returned to the library.

**Hold:** A service provided by the library where a patron can put a "hold" on an item which is checked out to another patron. When the item is returned it will be held at the Circulation Desk.

**In-Process:** A term that appears in the library catalog that indicates an item has been received at the library, but not yet cataloged.

**OPAC:** Acronym for Online Public Access Catalog. A computerized card catalog.

**Oversize:** An oversized volume shelved in a special location for larger books.

**Recall:** The procedure by which the library can request materials currently checked out be returned to the library so that another person who has requested the materials can use them.

**Renewal:** Extending the loan period or due date of materials.

**Stacks:** The book shelves where most books are located.

**Storage:** A location site outside of the regular library used to store older, less used materials.