

Glossary

Symbol

14-digit barcode number

A barcode number that includes a type indicator, 4-digit location code, and check digit, in addition to the 8-digit core item number.

1987 MicroLIF

Microcomputer Library Interchange Format. Bibliographic information format developed as a variation to the USMARC/852 Holdings Data format.

A

add-on

A program or feature purchased separately which runs in conjunction with other programs, such as Sagebrush Corporation programs.

alphanumeric

Relating to numbers and/or letters of the alphabet. For example, programs that let you enter alphanumeric characters let you enter both letters and/or numbers such as the barcode b4ff-nn67. Also, when in alphabetical order, numbers are displayed first.

append

To put something at the end of something else, for example to append information at the end of an import file.

Apple menu

The menu at the far left of the menu bar on Macintosh computers that contains desk accessories, control panels, and aliases for frequently used software applications.

archive

To compress and store a record to conserve disk space.

B

backup (n.)

A copy of computer data.

back up (v.)

The action of copying computer data onto other media.

backup copy

A copy of programs/data and related files that can be used to restore lost or damaged programs and files. Store your backup copies in a secure place so if you have problems, you'll be able to restore your files.

barcode

A computer-generated symbol assigned to a patron, material, or command that indicates a number value when scanned.

batch

Relating to a group process, such as multiple adding or editing of records.

batch process

To delete or make changes to a group of material or patron records.

bibliographic data

Information about a material record, often in USMARC format.

bitmap

A graphical image used as a method for displaying pictures on a computer. The file name extension for files in Microsoft Windows and OS/2 that contain bitmap representations of images is .bmp.

bookmark

Ability to mark a topic or area in online documents such as online Help and Web pages/sites.

Boolean operators

The words And, Or, and And Not used to specify the relationship between multiple search terms.

browse

To search through a list or database. For example, to search through the CIRC/CAT database for key words or records.

button

A clearly bounded area that causes an action when clicked.

button bar

See *tool bar*.

byte

A unit of data storage containing eight bits, equivalent to one character.

C

call number

A set of letters/numbers that indicate where a material should be shelved in a library. Examples of call numbers include B10290, and ART33.

call number patterns

A code that helps attach material types to material records that don't have material type information in the 961 wl tags. So when a material record is added or imported, the program reads the call number patterns of each of those material records, and assigns them material types accordingly.

card image

A format for viewing a material record's data that closely resembles a catalog card.

case-sensitive

A setting that tells the program to distinguish uppercase letters from lowercase letters.

CAT

The CAT part of Spectrum CIRC/CAT that can either supplement or replace traditional card catalogs.

cataloging source

A MARConnect program term. This field's value will be entered as the Cataloging source and will automatically be entered into tag 040 subfield _a of the MARC record. This is the USMARC code or the name of the organization(s) that created the original record or modified an existing record. (The source of this code is *USMARC Code List for Organizations*, maintained by the Library of Congress.)

CD

Compact Disc. A medium for storing data in digital form, which can be accessed with a CD-ROM.

CD-ROM drive

A drive that reads CDs. It may be installed in the computer or it can be externally connected.

character

A symbol as in a letter or number.

character set

A defined list of characters recognized by the computer hardware and software. Each character is represented by a number. The ASCII character set, for example, uses the numbers 0 through 127 to represent all English characters as well as special control characters.

check digit

The last number in a 14-digit barcode number. The check digit is calculated using the other digits of the barcode number. This digit enhances data security. A check digit is also included in an ISBN to verify that the ISBN is valid.

CIRC

The CIRC part of Spectrum CIRC/CAT that can replace traditional, manual circulation routines, such as checking materials in and out, and so on.

circulation log

The record of checkin and checkout transactions done at a library.

circulation message

A message that can record information about a material or patron. For example, a material message can record damages a material has (such as missing or torn pages). A patron message can document that a patron's reserved materials are now available.

circulation sound

A beep or beeps that occur when you do certain circulation-related actions.

client

A computer connected to the server from which it accesses information. A Patron lookup computer (also known as a Patrons' Catalog computer) is a client computer to the Spectrum server.

close box

A small box in the upper right (Windows) or left (Macintosh) corner of a window which, when clicked, closes the window.

code page

Another name for character set. See *character set* for more information.

command

A letter, or word, or instruction entered that tells a program what to do.

command barcode

A barcode that can be scanned to carry out a circulation command instead of choosing a menu command, clicking a button, or using a keyboard shortcut.

compatible

Relating to software or hardware that can work together without special modification, as in IBM-compatible--meaning software or hardware that can be used with IBM computers.

condition

A circumstance that must be met before the specified process is performed.

configuration file

A file that contains program settings. These files have a .cfg extension and should not be deleted.

context-sensitive Help

Help associated with the current task opposed to the general Help information for the application. You can press the F1 button or the Help button to call context-sensitive Help.

control fields

Fields on material's USMARC record (tags 001-007) whose format is similar to the leader.

copy

See *holding*.

copy/paste

These actions quickly enter repeated text in text boxes. The following shortcut keys copy and paste text:

- Macintosh - *copy* = Command + C, *paste* = Command + V
- Windows - *copy* = CTRL + C, *paste* = CTRL + V.

corporate author

The name of a commercial entity that produces media such as a company or group, examples include IBM or SADD (Students Against Drunk Driving).

CPU

Central Processing Unit. Portion of a computer that directs the sequences of operations and initiates the proper commands to the computer for execution.

cross-reference word

A catalog key word that is related to another catalog key word. Also called a *See Also word*.

cursor

The screen pointer, usually blinking, that marks your position.

D**data**

Numerical or other information represented in a form suitable for processing by computer.

data compression

The storage of data in a way that makes it occupy less space than if it were stored in its original form. Compression programs work to reduce the size of files. You can fit more data on a floppy disk if your files are compressed first because compressed files minimize the amount of disk storage space required.

database

A collection of files from which a program retrieves information. For example, the Spectrum CIRC/CAT database files contain data about material records, patron records, circulation transactions, and so on.

date stamp

Field attached to each holding record that shows the date added to the system, mostly used in reports.

default

A value the computer selects when no other is specified.

Delete key

The key used to erase or remove data from memory or disk.

desktop

The whole computer screen, representing your workspace. Shortcuts (Windows) or aliases (Macintosh) can reside on your desktop.

diacritic

A mark added to a letter to change that letter's phonetic value. For example, the ~ mark which appears above the letter *n* in Spanish words is a diacritic.

disk

A magnetic storage medium for data (either hard disk or floppy).

DNS

Domain Name System. Hierarchical system that identifies computers in a network. DNS uses a combination of text names, separated by periods, to create a unique "address" that refers to the IP address of a computer.

double-click

To click the mouse button twice; used to open programs and files.

download

To transfer a file or program from a main computer to a secondary computer or disk.

drag

To move an object by using a mouse. To do this, move the mouse pointer to the object, then hold down the mouse button and move the mouse.

drive

A device built-in or attached to a computer for reading and writing data recorded on disks.

due date restriction

See *Global due date*.

E**Easy Entry**

A part of the Spectrum CIRC/CAT program in which you can add, edit, and delete a material record's bibliographic data, but the complete MARC record can not be viewed. Compare to Edit MARC.

easy search

The catalog tab at which key words and/or key phrases can be used to search for material records.

Edit MARC

A part of the Spectrum CIRC/CAT program in which you can add, edit, and delete a material record's bibliographic data, and view the complete MARC record - including tags, indicators, and so on. Compare to Easy Entry.

error message

A display on the screen indicating the process did not succeed.

Escape key

A key on the keyboard that lets the user leave the current process.

executable

A file containing a program which is ready to be executed (run).

expanded search

A catalog search for selected records using two or three search terms and/or one or more Boolean operators.

export

To write data from the current database to a separate file.

expression

A meaningful combination of symbols (such as "barcode > 14000") used in the condition of an if-then statement.

F**field**

A group of characters that are treated as a unit. For example, postal code would be one field in an address record in a mailing list file. Also, the location in a record where specific information is stored, such as the Address field in a patron record.

file

A group of related documents or data stored under a common name.

file server

A computer, usually with a large hard disk, that sends, receives, and stores files and programs on a network.

Finder

This lets Macintosh users copy and manipulate files and execute programs by moving icons on the desktop. Shows programs currently running.

fine

Monetary penalty a patron can receive for returning materials late, damaged, and so on.

fine log

The record of a patron's fine activity, including fine reduction, payments, and increases.

firewall

A security procedure that separates and protects data on a local network from being accessed from the Internet.

fixed-length tags

See *control fields*.

floppy disk

Portable media used for data storage.

folder

Another name for subdirectory or directory (as in MS-DOS). Retains files with similar characteristics.

format

To prepare a disk for storing data. Necessary before a new disk can be used. Formatting also destroys all the data already on a disk.

FTP

File Transfer Protocol. There are computers on the Internet set up as file repositories. Using an FTP client on your computer, such as WS_FTP, you can log onto one of these computers and send and receive files.

function keys

Keys at the top or side of the keyboard that are assigned a duty by the active program.

G

general note

This field contains general information about a material. This information is stored in tag 500_a of a MARC record.

global due date

The date by which all patrons must return all checked out materials.

global password

One password that works at all password prompts. Also called master password.

grace period

The length of time after a material is overdue before fines accrue.

H

hard copy

A printout of computer data.

hard disk

A disk used to store large quantities of data for quick retrieval that may be located inside or outside the computer.

hardware

The physical equipment of a system such as the computer, printer, and keyboard.

headers

The field names that appear at the top of columns and reports.

Help button

A button used to access details on a program's use and operation.

Help key

The key on the keyboard (the F1 key for Windows and the Help key for Macintosh) that calls up a screen or window designed to give more details about processes in the program.

Help topics command

A command that displays the opening window of Help for the program's online Help system.

holding

A holding is a term used in Spectrum CIRC/CAT. A material record contains all the data describing a material, such as the USMARC information and commonalities associated with all copies of the material (title, author, subject, and so on). A holding is a record of each copy of a material (not to be confused with copy in CIRC/CAT for MS-DOS). It includes information specific to each copy of a material, including barcode number, local call number, and so on. Every material record must have at least one holding.

Home Page

The file available for access at a World Wide Web site intended chiefly to greet visitors, provide information about the site, and direct them to other sites with more related information.

hosts file

File containing the matched IP address and machine names of computers in a network.

hot key

A key or combination of keys that allows quick movement to specific places on the screen or short cuts to specific actions. These are useful when using a computer without a mouse.

HTTP

Hypertext Transfer Protocol. The Internet transfer protocol used by the World Wide Web.

hyperlink

A "jump" or link to another location within a document or to a location in a different document online. The target of a hyperlink can be text, or it can be an image, audio or video file.

hypertext

Text in a computer displayed document that contains a "jump," or link to another part of the document or to another document.

I

icon

A graphic that conveys more information and, in some instances, can perform certain actions in programs and on the desktop.

import

To enter data from a properly formatted file into a program database.

index

A common characteristic that programs arrange items by.

indicator

One of the two characters after the tag number in a MARC record. Also refers to the first number of a 14-digit barcode. This number identifies the barcode as a material or patron barcode.

in-library usage

The record of materials used only within the library and not checked out. The use of these materials can be recorded by "checking in" materials found around the library after patron use.

inquiry

A command in Circulation that lets you view a record's information.

interest level

The grade or age level of students most likely to want to read a particular book.

Internet

A group of interconnected computer networks reaching around the world. A "network of networks."

invalid barcode

A barcode number that doesn't exist in a database.

inventory

A library's total assets. The inventory part of Spectrum CIRC/CAT verifies what materials are accounted for/not accounted for by requiring you to enter barcodes of items found in your library.

IP address

Internet Protocol address. The location address of a computer in a network. Computers within the network use this address to communicate with one another. An IP address consists of four sets of numbers, from 0 to 255, separated by dots.

IPX/SPX

Internet Network Packet Exchange / Sequential Packet Exchange. A protocol for transmitting information on Novell NetWare networks. Primarily used on older Novell networks.

ISBN

International Standard Book Number. A 10-digit code, not unique to each copy of a book.

K**key phrase**

Phrases in the title, subject, or note fields of material records (used in material searches).

key word

Three or more characters in the title, subject, or note field of material records (used in material searches).

key word pointers

A connection between the key words used in the catalog and the instance of those characters in the database. These pointers need to be created before searching by key word can be done in catalog.

L**landscape page orientation**

Makes a page longer horizontally than vertically.

language code

Language codes are a three character code that are stored in the language code portion of the 008 MARC field. Some common language codes are: eng - English, spa - Spanish, ger - German, fre - French, and rus - Russian.

LCCN

Library of Congress Call Number. A sequence of numbers used to identify materials.

leader

The first field in a material's MARC record.

leading zeros

Zeros at the beginning of a barcode number to make it 14-digits long.

librarian's computer

A computer reserved for the librarian/media specialist to set up the program, edit records, print reports, and complete circulation transactions. Also known as *circulation computer*.

ligature

A double character, or a type consisting of two or more letters or characters united, such as the double "ss" in the German language.

linefeed

The operation that prepares the next character to be printed and then moves the cursor down to the next line on a page. Originally this would have been done by "feeding" paper through the printer.

link

A highlighted word or picture in a document that "jumps" to another location within a document or to a location in a different document.

The target of a link can be text, or it can be an image, audio or video file. Also called *hyperlink*.

loan period

The amount of time a material may be checked out (this does not include grace period).

local data

Library-specific information for each copy of a material, including material numbers, call number, and so on. The holding of a material contains this data.

local password

A password that limits catalog access at a computer that the Spectrum Patrons' Catalog program is installed on. A local password only applies to the individual Patrons' Catalog computer, so local passwords need to be set up at each Patrons' Catalog computer.

location

This can refer to either shelving location or location code, depending on which part of the program you are in. See the program help or manual to determine which is referred to in the program.

location code

A four-digit code identifying the library site the material belongs to. The location code is included in 14-digit material numbers and their barcodes.

logic conditions

See *Boolean operators*.

lookup computer

A computer reserved for catalog functions. Also known as Patrons' Catalog computer.

M**m_import.log file**

Tracks errors that occur during the material import process.

machine name

Name of a physical computer. Can be used as the address for where a computer is located on the network.

map call number pattern

Procedure that lets you assign material types to incoming materials according to their call numbers.

MARC

Machine-Readable Cataloging. Relating to the computer-readable Library of Congress-designed system of storing data about materials.

MARC_001 file

The file that MARConnect creates in order to store your cataloged websites. This file is stored in the same directory as your MARConnect program. The program shouldn't change this file unless you tell it to. By default, the MARC file named MARC_001 is created the first time you catalog a website.

MARC 21

The MARC 21 Format for Bibliographic Data is a set of codes and content designators defined for encoding machine-readable records. It is designed to be a carrier for bibliographic information about printed and manuscript textual materials, computer files, maps, music, serials, visual materials, and mixed materials. Bibliographic data commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item. This supercedes USMARC and CAN/MARC formats.

MARC data

A material's bibliographic information that appears in USMARC format.

MARC record indicator

A MARC record indicator usually impacts material record data in very specific ways. For example, tag number 100 holds the author data. The first indicator you choose determines whether the actual author name entered is a forename (indicator value 1), single surname (indicator value 2), multiple surnames (indicator value 3), or family name (indicator value 4). You do not have to choose a second indicator.

master password

This password is able to access any part of the program. The master password is the same as the level 9 password.

master word

The word entered at the See Also window to create references for. A word patrons might enter in a catalog search that could have alternative or related words to broaden or limit their search.

material barcode number

A material identification number consisting of up to 30 digits. Each material record is assigned a material barcode number.

material code

The numbering system accounting for each unique title in Union CAT.

material copies

See *holdings*.

material inquiry

A circulation feature that lets you view details about a material currently selected in the Circulation window. When you inquire about a material, you see information about it in these views: itemized list, MARC record, card image, and local information.

material list

A report listing materials currently in the system.

material type

The number that represents the category of a material. Materials of one type all share the same circulation properties.

material type description

The name of the material type (for example, Fiction, Reference, Art, Oversize books, and so on).

material type limits

Settings that let you search the catalog for specific types of materials.

material usage

The number of times a material is checked out or renewed. Material usage statistics are system maintained.

megabyte

One million characters, or bytes. Abbreviation: MB.

memory

The place where information is stored on a computer. Computer memory is erased when the computer is turned off. Hard disk memory is maintained when the computer is turned off.

menu

A list of items to choose from.

MicroLIF

Microcomputer Library Interchange Format. A variation of MARC record designed by computer companies for easier reading.

mode

A particular functioning arrangement or condition, such as the Add, Edit, and Browse modes.

modem

A device that lets 2 or more computers communicate data to each other over conventional phone lines.

N

Name (of library)

The name of the institution that uses Spectrum CIRC/CAT. This institution's name can appear on some notice and barcode labels.

network

Two or more computers connected to each other to allow easy sharing of information. Computers in a network can be connected by cables, telephone lines, or even through wireless communication.

note field

The field in both the MARC and MicroLIF records of a material containing a brief description of the material.

notice

A reminder that can be printed and sent to a patron regarding their fines, overdues, reserves, or bookings.

O

online Help

Documentation about the program that is built into the program. The program's Help system is often available by clicking a Help button in program windows or from a Help menu. You do not need a Web browser to access online Help.

OPAC

Online Public Access Catalog.

operating system

Master control program that runs the computer. For example, Windows 95/98/NT/2000 or Mac OS.

overnight privileges

The ability for a material to be checked out from the library overnight.

P

Page Down key/Page Up key

Keys on the keyboard that move the screen information down and up one length.

partition

A divider that separates barcode number ranges between materials and patrons.

password

The code word used to protect all or part of a program.

password levels

Degrees (1-9) that determine how much of the program a password can access. The higher the level of a password, the more powerful that password is. The program regards the master password and level 9 password as equal.

patron inquiry

A circulation feature that lets you view the name, barcode number, address, data added, date library privileges expire, patron types, user-defined information, materials checked out, materials on reserve, fine information (can also be printed), usage total, and the number of messages attached to the patron's record of the patron currently in the Circulation window.

patron type

The number that represents the category of a patron. Patrons of one type all share the same circulation properties.

patron type description

The name of a patron type (for example, Library staff, 2001 class, and so on).

patron usage

The number of times a patron checks out or renews. Patron usage statistics are system maintained.

personal digital assistant (PDA)

A lightweight, hand-held, usually pen-based computer, which most of the time uses the Palm operating system. This can be used in conjunction with the Spectrum-in-Hand program to enter barcodes for portable circulation and inventory.

ping

A DOS command that verifies connections to a remote computer or computers by sending echo packets to the computer and listening for echo reply packets. It can be used to test both the computer name and the IP address of a computer.

place website assessment in tag

A MARConnect program term. This field's value determines which field in the MARC record will store your website quality rating. If you do not want to store a quality rating, leave this field blank. The recommended tag is 514.

pointer

The connection between a key word entered at the search window and one instance of the key word's characters in a material record. Pointers are created through Build/rebuild key words in Material Import and Update Key words in the Rebuild program.

popup

An online Help text window that temporarily displays information when the user clicks the hotspot text. This window does not remain open while working with the program like main online Help windows.

port

An input/output channel through which a peripheral device can communicate with the computer.

portable barcode reader/scanner

Hand-held device for scanning barcodes. Good for performing circulation activities and inventory.

portrait page orientation

Makes a page longer vertically than horizontally.

posted fine

A fine calculated when an overdue material is checked in, or when fines are added manually by the library staff. A posted fine is the amount due, not the projected fine amount.

preview

To view data on-screen in the format it is printed.

Print Receipts option (Circulation menu)

Note: This option is only available if you've purchased the SLIP feature for Spectrum CIRC/CAT.

If selected, checkout slips are printed with only the checkout receipt options and fine receipt options you set up. If it's not selected, no checkout or fine receipts print regardless of what options you've set up.

Print Screen key

The "Print Screen" key on the keyboard that, sometimes in conjunction with another key, captures the displayed screen so it can be printed from another program such as Paint on Windows.

privacy option

Option in Circulation and Reports that can conceal the identity of materials from association with patrons.

privilege

The library abilities assigned to a patron type. Examples of these abilities include checkout limit and ability to renew overdue materials.

privilege field

A field that is protected from being edited under normal circumstances.

projected fine

A fine calculated for materials not yet checked in (this amount is subject to change before becoming a posted fine). A material with a projected fine has an asterisk (*) next to it in the Patron Fine window.

prompt

A message from the computer that requires a reply from the user. The cursor position where the user's reply is entered.

protocol

The language that computers in a network use to communicate. Two computers must use the same protocol to communicate with each other.

public note

This field contains information relating to the electronic location of the source identified in the field. This information is stored in tag 856_z of a MARC record.

purge

To delete.

R**RAM**

Random Access Memory (read-write memory). Memory that can be read or written to.

range

A set of data defined by starting and ending values.

read

To access a data file and examine its contents without making any modifications.

reading level

The difficulty of a material as measured by the grade level of a student who would most benefit by reading it.

reading/interest level limits

Settings that let you search the catalog for materials that are of interest to people of certain reading grades, interest ages, and/or interest grade levels.

rebuild

To repair or partially recreate files.

record

A group of related data fields, such as material information. Fields make up records, and records make up files.

Recycle Bin

The place in the Windows operating system where deleted files are stored, corresponding to the Trash on Macintosh.

renewal limit

The number of times a particular material can be repeatedly checked out to the same patron.

report

Printed copy of related information. For example, the Materials Checked Out report is a report documenting all the materials currently checked out of the library.

Resource Collection

A database that consists of article records that compliment the library's material records. These records can contain whole or condensed magazine/newspaper articles. You can search a Resource Collection using the catalog. Although Resource Collections are designed to work with certain Sagebrush Corporation programs, they must be purchased separately.

restore

To copy data or a program from a backup for the purpose of returning that data or program to the condition of the data or program at the time the backup was generated.

retry

To try to perform a process again after receiving an error message.

right-click

To click with the right (or secondary) mouse button.

ROM

Read Only Memory. A permanent memory chip for program storage that contains data that can't be changed.

S

schedule

Custom calendar setting for each patron type. Different library schedules can be set up for different patrons based on the times when they use the library.

screen

The entire viewing area of a monitor. Not to be confused with *window*.

scroll

To move sequentially among consecutive items in a list.

search

To look for specific items by specific characteristics.

search engine

A utility that lets Web users enter keywords (and in some cases, additional search criteria), then compiles a list of Internet locations containing the key words. Example of search engines include Northern Lights, Yahoo, Alta Vista, and Lycos.

searchable

Whether a material can be found by a catalog search. This material type designation is useful if you don't want patrons to locate certain library materials (such as textbooks or fixed assets) when searching through the catalog.

searchable collection

The portion of your database records that can be accessed by a catalog search.

See Also word

A catalog key word that is related to another catalog key word (also called a cross-reference word). Similar meanings or common categories usually link their words. For example, the words *work* and *labor* are See Also words because they can both mean the same thing.

sequence

The arrangement of records in order according to an index.

server

The computer in a networked system that responds to requests from other computers on the network.

set a due date

Procedure that lets you establish a date by which materials are due.

set up

To prepare the program for use, to tailor the system to your particular needs.

shelving location

A description of the physical location of the holding within the specified location.

shortcut key combinations

Key combinations, or hot keys, that simplify navigation in windows when entering data.

shut down

To close out of programs or turn equipment off.

single user program

The Spectrum CIRC/CAT program for one computer only. Administrative functions and material searches are done on the same computer.

size box

A small box in the corner of most windows used to alter window sizes.

SLIP

Supply Library Information to the Patron. Software created by Sagebrush Corporation that enables printed checkout receipts, fine receipts, and fine notices from Spectrum CIRC/CAT. SLIP printouts are printed on a narrow slip of paper instead of an 8 ½ x 11 sheet. These printouts can be kept for a library's records or can be given to patrons.

SLIP comments

Text that can appear on your checkout and fine slips. For example, you may want to put a comment on your fine notices reminding patrons of your fine payment policy. Each comment can be up to 40 characters long.

software

Programs that run on a computer. For example, Spectrum CIRC/CAT.

sort

To arrange your material records according to one or more indexes.

source

The field(s) in material records that the computer searches for a match in catalog resources. The program takes key words from these fields to build, rebuild, or update key word pointers.

special fine rate

A patron type's fine rate that overrides a material type's usual fine rate.

special reserve

A Circulation command used to assign temporary material types to a material used in an atypical situation.

Spectrum MARConnect

A program that lets library professionals catalog websites and add them to their collection.

Spectrum Web Catalog

A program that lets patrons at remote sites access and search your library's collection with the aid of a Web browser. It also lets library professionals develop and customize a home page for their library without needing to know HTML.

Spectrum WebConnect

A program that provides a link to electronic resources as cataloged in the USMARC 856u tag.

spine labels

Labels that contain the call number of a material. These labels are called "spine" labels because they are often located on the spine of a book.

splash screen

An image that appears for a few seconds before a Help topic is displayed or a program starts.

start page

The page used to first access an HTML-based Help site.

status

The state of a material. For example, checked in or checked out.

stock

Physical description of the material you're using to print on. For example, *paper stock* or *label stock*.

storage device

The equipment that accesses the storage media. For example, zip drives and tape drives.

storage media

A device on which you can store computer data, such as backups. Examples: a computer's internal hard disk, floppy disks, tape cartridges, zip disks, and so on.

store

To keep in computer memory or on disk.

subfield

A subfield divides the data in a field into more details. For example, Publication, tag number 260, has several subfield codes:
a - place of publication
b - name of publisher
c - date of publication

subfield codes

Characters (letters or numbers) that represent each subcategory of a field.

subfield data

The information stored in a subfield.

summary

Information that describes the general contents of the described material. You could place a summary, an abstract, a review, or simply a phrase describing the material or website in the summary field. This information is stored in tag 520_a of a MARC record.

suppressed materials

Checked out materials that do not appear in the Materials checked out list in the Circulation window.

symbology

The way a barcode is printed. Symbology is designed to give you the ability to provide labels to different library systems and their specific needs.

system

The full combination of computer hardware and software.

system details note

This information is found in tag 538 subfield _a of the MARC record. It contains system information about an item.

system-generated fine

Fine for overdue materials that the program automatically accrues. Fines are calculated according to the fine rates that are set.

T**tab space**

The space created between characters when the Tab key is pressed.

tag

(v.) To mark an item, distinguishing it from all unmarked items, for the purpose of assigning a particular status to it.

(n.) A field that holds specific information about a record. It includes a tag number, indicator, and subfields.

tag descriptor

The name of the tag field.

tag field

The tag number and its data.

tag number

A number that identifies a field in records that are in either the MicroLIF or MARC format.

TCP/IP

Transmission Control Protocol / Internet Protocol. A set of networking protocols used with a large variety of systems. TCP/IP serves as the networking protocol currently used for communication on the Internet.

text to precede assessment

A MARConnect program term. MARConnect will automatically add text from this field to your quality rating of a website when it creates the MARC record. For instance, if you want your quality rating to have descriptive text precede it, such as "Quality rating (1-low to 5-high)", enter the text here.

textbook/fixed asset

A type of library material such as a textbook, an item of furniture, or A/V equipment, which can be treated differently than typical library materials, such as books. Materials with the textbook/fixed asset designation aren't counted in a patron's checkout limit.

textbox/text field

Entry line or box where users enter requested values.

title bar

A bar on top of a window. The title bar contains the name of the file or application. In many graphical user interfaces, including the Macintosh and Microsoft Windows interfaces, you move (drag) a window by grabbing the title bar.

tool bar

A row of small buttons usually arranged across the top of your program window. Each button represents a commonly used command. These buttons can behave like pushbuttons, check boxes, or radio buttons.

tool tip

Most toolbars use ToolTips to describe button commands. A tool tip is a small popup window that appears near a toolbar button to explain its purpose to the user. You view tool tips by keeping the mouse pointer over the button you want to see a description for.

transmit

To send electronically via modem communications.

type (n.)

The classification of a patron or material. See also *material type* and *patron type*.

type (v.)

To enter information from the keyboard.

type of computer file or data note

A MARConnect program term. This field's value will automatically be entered into tag 516 subfield *_a* of the MARC record. This field contains information that characterizes the computer file.

U**Uniform Resource Locator (URL)**

See *Web address*.

uninstall

To remove installed software or hardware from the computer. Some applications must be removed with an uninstall program, which removes all files that were installed with the program and restores any modifications made to system files.

upload

To transfer data from a secondary computer, portable unit, or disk to a main computer.

user-defined

Named or determined by the user.

USMARC

The MARC format for material records cataloged for use in the United States prior to 1998. This format is superseded by the MARC 21 format. See *MARC 21*.

USMARC/852 Holdings Data

Machine Readable Cataloging Bibliographic information format developed by the Library of Congress in the 1960's.

utility

A program providing a limited service applicable in a variety of situations, as a tool or component intended to be used with other programs.

V**value**

The data entered that a program uses to identify a particular record or group of records.

value set from

A MARConnect program term. The value of the data comes from either the options you set in the Options window, or the information you enter in the main MARConnect window.

W

Web address

A sting of letters and/or numbers that locates a World Wide Web page/site on the World Wide Web. For example, Sagebrush Corporation's Web address is www.sagebrushcorp.com.

Web browser

Commonly called "browser." Software program for displaying Web pages/sites on the World Wide Web. Examples of browsers include Microsoft Internet Explorer and Netscape Navigator.

Web page

An HTML document published on an Internet Web server. The primary medium of the World Wide Web. Welcome pages and Home pages are examples of Web pages.

Web server

A computer on which the hypertext documents of Web sites reside, accessible by users of the World Wide Web.

web site

A set of pages published on a Web server and accessed via the Internet by means of software called a browser. Web sites have, at a minimum, one page. Most sites have a Welcome page (often called "Home Page") from which the viewer can, by means of hypertext links, jump to related pages of the site or even to different websites.

Welcome page

The first page displayed when you access a website. Typically serves as a website's greeting and table of contents. Often called "home page."

wildcard character (*)

The asterisk (*). When you search the catalog, you can use the wildcard character to replace other characters in your search.

window

The area on the screen which displays the program/file currently open. Not to be confused with *screen*.

window elements

The checkboxes, popup menus, text boxes, buttons, and other control and entry devices in a window.

write (to disk)

To copy data from one storage medium to another.

write over

To overwrite. To replace existing data with new data.

Z

Z39.50

A communications standard used by Winnebago Spectrum, prepared by the National Information Standards Organization (NISO).