GLOSSARY OF LIBRARY TERMS APPLIED CATALOGUING

1. **Catalog -**A listing of all the materials a library owns. It includes books, periodicals, videos, sound recordings, and more. See USC Upstate Library Catalog.
2. **Cataloging -**The process of creating a record for each library item so that it may be found using various access points.
3. **Author -**The person(s) or corporate body (including organizations, institution, conferences, etc.) responsible for the writing or compilation of an article, book or other publication.
4. **Edition -**1. A version of an earlier publication that has had substantial changes or additions. 2. All the copies of a specified issue of a newspaper (Sunday edition).
5. **Title -**The distinguishing name of a book, book chapter, essay, story, play, poem, picture, statue, piece of music etc.
6. **Uniform Title -**An access point or title established to keep multiple editions or translations of a work together in the catalog. For example, Alice in Wonderland.
7. **Access Point** - Refers to a name, term, code, heading, word, phrase, etc., a unit of information representing a specific entity that can serve as a search key in information retrieval, under which a library catalog or bibliographic database may be searched and library materials may be identified and retrieved.
8. **Added Entry** - An **entry**, additional to the main **entry**, by which an item is represented in a catalog; a secondary **entry**. **Added entries** provide additional access to a bibliographic record from names and/or titles having various relationships to a work.
9. **Bibliographic Record -**A record that describes the bibliographic information of an item in the collection. The "bib record" includes call number, author, title, publication information, physical description, subject headings, etc
10. **Centralized Cataloging**: The preparation of catalog records for libraries at diverse locations by a central department or agency.
11. **Bibliographic Instruction**: The process whereby library staff members teach users to develop independent skills in using the library and to gain access to information. Activities include tours and orientation to the library’s services, arrangement, and materials; instruction in using the catalog and reference tool; and instruction in using technology.
12. **Authority control** - The procedures by which consistency of form is maintained in the headings (names, uniform titles, series titles, and subjects) used in a library catalogue or file of bibliographic records through the application of an authoritative list, called an authority file, to new items as they are added to the collection.
13. **Bibliographic Control** -The uniform identification of items of recorded information in various media and the availability of a mechanism for gaining subsequent access to such information.
14. **Bibliographic record** - An entry representing a specific item in a library catalogue or bibliographic database, containing all the data elements necessary for a full description, presented in a specific bibliographic format. In modern cataloguing, the standard format is machine-readable, but prior to use of computers, the traditional format was the catalogue card.
15. **Cataloguing (cataloging)** - The process of creating entries for a catalogue in the libraries.