

# 2015 WVLS Glossary of Acronyms & Library/System Related Terms

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**AACR2 Anglo-American Cataloging Rules (2nd ed.).** Used as a standard for cataloging procedures and decisions in most libraries and revised periodically.

**AACR2R Anglo-American Cataloging Rules (2nd edition revised).**

**AASL American Association of School Librarians.** A division of ALA.

**Acrobat Reader.** A program from Adobe that captured a document which may then be view it in its original format and appearance.

**Act 150** Beginning in 1997, legislation which amended Wisconsin State Statute 43.12 to enable municipal libraries within a county to invoice, and receive payment from, its home county for services provided to county residents of the not living in a municipality served by a library.

**Act 157** Beginning in 2013, legislation which amended Wisconsin State Statute 43.12 to enable municipal libraries in a county adjacent to a consolidated county library to invoice, and receive payment from, the consolidated county library when the consolidated county library bills an adjacent county for providing service to the adjacent county residents not living in a municipality serviced by a library.

**Act 420** Beginning in 2005, legislation which amended Wisconsin State Statute 43.12 to enable municipal libraries to invoice, and receive payment from, an adjacent county for services provided to adjacent county residents not living in a municipality served by a library.

**ADA Americans with Disabilities Act.** A comprehensive and complex act of Congress passed in 1990, intended to eliminate discrimination against the disabled. Title III deals with access to public accommodations which includes libraries. ADA also deals with employment practices.

**Advocacy (for Libraries)** Engaging in activities designed to influence others to support libraries or library funding.

**Agency.** A system table within Sierra that allows the user to group a library's locations and branches into agencies. Example: Antigo, Elcho, Elton, and White Lake are all part of the conceptual group of Antigo.

**Aggregator Software.** Aggregators reduce the time and effort needed to regularly check websites for updates, creating a unique information space or "personal newspaper". Once subscribed to a feed, an aggregator is able to check for new content at user-determined intervals and retrieve the updates.

**AJAX Asynchronous Javascript and XML.** A bundle of technologies and techniques that allow a web page to do things quietly in the background without reloading the whole page.

**AL American Libraries.** Periodical.

**ALA American Library Association.** The national professional association for libraries and library staff. [www.ala.org](http://www.ala.org)

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**Algorithm.** A set of instructions or procedures used in order to accomplish a task, such as creating search results in Google. In the context of search, algorithms are used to provide the most relevant results first based on those instructions.

**ALS Arrowhead Library System.** A Wisconsin library system headquartered in Milton.

**ALSC Association for Library Service to Children.** A division of ALA.

**ALTA Association for Library Trustees and Advocates.** A former division of ALA. See “United for Libraries”.

**ALTAFF Association for Library Trustees, Advocates, Friends and Foundations.** A former division of ALA. See “United for Libraries”.

**Amazon EC2.** Probably the first real iteration of a cloud-computing platform, Amazon’s Elastic Compute Cloud is still one of the most popular. Making it simple for anyone to throw a virtual server machine onto Amazon’s powerful server platform, EC2 changed what it meant to own a server or even run a business. A large number of new businesses don’t even own server hardware. Their entire operations run on EC2.

**AMH Automated Materials Handling.** Refers to any automation that reduces or eliminates the need for staff or patrons to check in, check out, or sort material, or to move bins containing library materials.

**Android.** Usually used in the context of Android phone, Android is a free and open source operating system developed by Google that powers a variety of mobile phones from different manufacturers and carriers. It allows users to install apps from the Android Market and from other channels, such as directly from a developer’s website.

**Anime.** Defined as “a Japanese style of motion-picture animation”.

**ANSI American National Standards Institute.**

**API Application Programming Interface.** The way computer programs share data and functionality with other computer programs.

**App. (Application Program).** A program that runs inside another service. Many mobile phones allow apps to be downloaded, leading to a burgeoning economy for modestly priced software.

**Appropriation.** The amount allocated by a municipality or county in support of a governing unit’s (library’s) budget. Also, the amount voted by the legislature to support programs.

**Apple iPad.** Tablet device generally as large as a small laptop.

**ARSL Association of Rural and Small Libraries.** The mission of ARSL is to provide a network of people and materials to support rural and small library staff, volunteers, and trustees to integrate the library thoroughly with the life and work of the community it serves. ARSL has a yearly conference specifically targeted to rural and branch library staff.

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**ASCII American Standard Code for Information Interchange.** A standard format for computer language.

**Atom.** A syndication format for machine readable web feeds that is usually accessible via a URL.

**AV Audiovisual.**

**Avatar (Computing).** A computer user's representation of himself/herself or alter ego, whether in the form of a three-dimensional model used in computer games or a two-dimensional icon (picture) used on the Internet and other communities.

**AWSL Association of Wisconsin Special Librarians.** A division of WLA.

**BadgerCat.** Started in 2006, a subset of WorldCat that includes books, CDs, DVDs and other items owned by approximately 500 Wisconsin libraries.

**BadgerLearn Pro.** A continuing education portal under active development by the Wisconsin Department of Public Instruction's Resources for Libraries and Lifelong Learning (RL&LL), Wisconsin Library Services (WILS) and the Wisconsin Public Library Consortium (WPLC). The goal of this site is to be a place where libraries can discover and access resources of professional value, and to provide training for technical competencies for public librarians. Some examples of the resources that may be found there include: streaming tutorials about OverDrive e-book use; archived BadgerLunch webinars; streaming tutorials about Adobe Digital Editions; and tutorials for productivity tools such as MS Word and Excel.

**BadgerLink.** Project of DLT to provide access to electronic databases to all libraries and for all Wisconsin residents.

**Bandwidth.** The size or capacity of a data line or system.

**Barcode.** Vertical bar patterns representing numbers of letters which can be read by an electronic scanner and used for inventory control, tracking, and identification of materials. It is also used in library circulation systems for checking in/out materials to patrons.

**BaseCamp.** A web-based project-management tool that offers to-do lists, wiki-style web-based text documents, milestone management, file sharing, time tracking, and a messaging system.

**BCCB.** Building Community Capacity through Broadband (BCCB) is the Wisconsin initiative to connect community anchor institutions to broadband technologies through sustainable public-private partnerships and Community Area Networks (CANs).

**BI Bibliographic Instruction.** Method used to train library clients in using library resources – indexes, online catalog, and computerized databases – through signage, formal classes or one-on-one instruction.

**Blade Servers.** Blade servers have become so commonplace that it's easy to forget how stunning it was to see an entire server room of systems reduced to a single rack.

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**Block.** Configuring a social networking service to prevent a particular user from contacting you or viewing your profile.

**Blog.** A website or section of a website where users post announcements and/or e-journal entries of their thoughts. Each post usually contains a web link. Basically it is open forum communication tool that, depending on the web site, is either very individualistic or performs a crucial function for a company. One of the first widespread web-native publishing formats, generally characterized by reverse chronological ordering, rapid response, linking, and robust commenting.

**Blogger.** One of the first mass blogging services and is credited with popularizing the format. Unlike WordPress, it is not open source. Many Blogger sites are hosted at blogspot.com.

**Blu-ray Disc. (also known as Blu-ray or BD)** An optical disc storage medium. Its main uses are high-definition video and data storage. The disc has the same physical dimensions as standard DVDs or CDs.

**Bluetooth.** A low-power-consumption and short-range wireless technology for personal area networks (PANS). It connects your personal electronic devices, such as laptops, mobile phones, digital cameras, audio and video equipment, and printers without the clutter of cables.

**Boolean Operators.** Words such as AND, OR, and NOT that are called “logical operators” and are used to either broaden or narrow the retrieval results of a search.

**BRASS Business Reference & Services Section of RUSA** (a division of ALA).

**Broadband.** Data transmission that can send multiple signals (voice, data and video) over the same bandwidth. The wider the bandwidth, the greater the information-carrying capacity.

**Browser.** A computer program for accessing the Internet.

**Bundle.** A group or “bundle” of software updates for Sierra.

**BYOD.** Bring Your Own Device.

**Call Number.** Letters and numbers indicating the location of a book or other material within a library.

**Camtasia.** Software that facilitates screencasting.

**CAN Community Area Network.** High-speed broadband networks that connect schools, libraries, healthcare facilities, educational institutions and government organizations in a community. CANS are owned by the pooled agencies and operated by the technical staff within the various institutions.

**Catalog.** A systematic listing of books and other materials in a library with descriptive information about each item.

**Cataloging.** The process of preparing a catalog, or entries for a catalog.

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**CCBC Cooperative Children’s Book Center.** A unique examination, study and research library of the School of Education at the University of Wisconsin – Madison. The CCBC supports teaching, learning and research related to children’s and young adult literature and provides informational and educational services based on its collections to students and faculty on the UW-Madison campus and librarians, teachers, child care providers, researchers and other adults in the state of Wisconsin. The CCBC specializes in intellectual freedom issues as they relate to children’s and teens’ access to materials in libraries and classrooms.

**CCG Copyright Compliance Guidelines.**

**CCL Copyright Compliance Law.**

**CCSS Common Core State Standards.** Developed by a team of experts, educators and stakeholders in a process led by the National Governors Association and the Council of Chief State School Officers, the CCSS are rigorous, internationally-benchmarked English language arts and mathematics standards that are designed to ensure that students leave school with the knowledge and skills needed to succeed in college and careers. The CCSS are NOT a national or state curriculum nor are they federally mandated.

**CD Children’s Division or Compact Disc.**

**CD-ROM Compact Disc – Read Only Memory.** Used with a computer, the information on it cannot be altered or new information added by the user – therefore it is limited to read-only applications. A CD-ROM can hold more than 650 megabytes of data on one disc, equivalent to more than 200,000 printed pages. The medium is extremely durable and difficult to damage.

**CE Continuing Education.** Advanced training in a profession (not leading to a degree) to learn new skills or keep abreast of developments in the field.

**Censorship.** The act of attempting to prohibit or restrict access to materials or information.

**Central Wisconsin Digital Project.** A former consortium of libraries, historical societies, genealogical societies and museums committed to preserving and disseminating the history of Lincoln and Marathon counties through the digitization of original sources and artifacts and their subsequent publication on the Internet.

**CESA Cooperative Educational Service Agency.**

**CEU Continuing Education Unit.**

**Chat or Online Chat.** Any kind of communication over the Internet.

**ChiliFresh.** A review engine for your library that allows patrons to write reviews and integrate them in the library’s online catalog.

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**CIPA Children’s Internet Protection Act.** A federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding from the E-Rate program for Internet access or internal connections. To be CIPA compliant and receive E-rate funding, schools and libraries must have Internet safety policies that include measures to block or filter obscene, harmful pictures on all computers that are accessed by minors.

**Civic Media.** An umbrella term describing media technologies that create a strong sense of engagement among residents through news and information. It is often used as a contrast to “citizen journalism” because it also encompasses mapping, wikis and databases.

**Classification.** *The systematic arrangement of objects, books or other items into groups or classes.*

**Client Side.** Referring to network software where work takes place on the user’s computer, the client, rather than at the central computer, known as the server. Advantages of doing so include speed and bandwidth. The work is done within the browser, rather than at the hosting website. See also Server Side.

**Cloud Computing.** Internet-based development and use of computer technology. The concept incorporates software as a service and provides common business applications online and accessible from a web browser. A computing model in which information and software are provided on demand from over the Internet rather than staying on local computers.

**CMS Content Management System.** Software designed to organize large amounts of dynamic material for a website, usually consisting of at least templates and a database. It is generally synonymous with online publishing system. The material can include documents, photos or videos.

**COLA Cost of Living Adjustment.**

**COLAND Council on Library and Network Development.** Created by the Wisconsin State Legislature in 1979, COLAND advised the State Superintendent of Public Instruction (DPI) to ensure that all state citizens have access to library and information services. The 19-member council, appointed by the governor, functions as a forum through which librarians and members of the public identify, study, and collect public testimony on issues affecting Wisconsin libraries and other information services. COLAND spearheads projects, including the Wisconsin Prison Literacy Project, which provides books to prison libraries. (Wisconsin Statute S43.07).

**COLSA Chief Officers of State Library Agencies.**

**COM Computer Output Microform.**

**Consortium.** A formal or informal association of libraries or other organizations having the same or inter-related objectives. A group of libraries that use their collective buying power to achieve efficiency and economy of scale.

**Connect2Compete (C2C).** Connect2Compete is a national nonprofit organization bringing together leaders from communities, the private sector, and leading foundations. They collaborate with the Ad Council, American Library

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Association (ALA), Institute of Museum and Library Services (IMLS), and OCLC to harness digital opportunities for all Americans, regardless of race, income, geography, or education. Their primary objective is to promote the importance of digital literacy skills and motivate individuals and families to access free community resources and training. It is a multi-year effort launched March 2013. See also EveryoneOn.

**Content Café.** Integrates with the online catalog to provide book jackets, reviews, summaries, tables of contents, and book details.

**Copyright.** A legal way to protect ownership of a creative work by the artist, writer, or photographer who made it. Provides the copyright owner the exclusive right to authorize reproduction or other uses of the work for a specific period of time.

**CPA Cost Per Action.** A pricing model in which the advertiser is charged for an ad based on how many users take a specific, pre-defined action-such as buying a product from an online store-based on viewing an ad.

**CPC Cost Per Click.** A pricing model in which the advertiser is charged for an ad based on how many users click it. This a common model for “search advertising” and for text ads in general.

**CPM Cost Per Mile.** Cost per one thousand (often views). Much of online advertising- particularly display advertising- is priced on a CPM basis. CPM is well suited for “brand” or “awareness” advertising, in which the primary purpose of the ad is not necessarily to prompt an immediate response.

**CPU Central Processing Unit.**

**Create List/Review Files.** Creates List use lists of Review Files to allow the user to query the database based on certain criteria such as a list of all of the lost books at a library.

**Creative Commons.** A flexible set of copyright licenses that allow content creators to specify which rights they reserve and which they waive regarding their work that is supposed to codify collaborative spirit of the Internet.

**CSF Common School Fund.**

**CSS Cascading Style Sheets.** Instructions used to describe the look and formatting for documents, usually HTML, so that the presentation is separate from the actual content of the document itself.

**CSV Comma-Separated Values.** An extremely simple data format which stores information in a text file. CSV is popular precisely because it can be easily read by many different applications, including spreadsheets, word processors, programming text editors and web browsers.

**Cutter Number.** The “Cutter” is an alpha-numeric device for representing words or names by using one or more letters followed by numerals treated as decimal numbers. In most situations, it represents the author’s last name and enables the alphabetic order of items within a given call number area.

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**CVTC** **Chippewa Valley Technical College (Eau Claire, WI)** WiscNet offers a variety of datacenter services on the CVTC campus.

**CWDP** **Central Wisconsin Digital Project.**

**Cyberbully.** To attack, harass, or ridicule a fellow community member via posted text, video or other electronic means.

**Cyberspace.** Refers to the electronic space created by computers connected together in networks like the Internet. In a broader sense, cyberspace has been used to mean the world of interconnected minds.

**Data.** A representation of facts, concepts, or instructions arranged in a formalized manner for communication, interpretation and processing.

**Data Extraction and Mapping.** Removing the information from one database and converting it into the “language” of another database.

**Data Visualization.** A growing area of content creation in which information is represented graphically and often interactively. It has begun to emerge on content sites as a way to handle the masses of data that are being made public.

**Database.** A collection of data organized (usually electronically) for easy retrieval.

**DCC** **Database Consistency Check (checking the quality of a database).**

**DD** **Deadline Date.**

**DE** **Distance Education (or Distance Learning).** To deliver education to students who are not physically “on site”.

**Desktop Publishing.** The use of personal computers, digitizers and scanners, writing and graphics software, and page layout software to produce printed materials. Desktop publishing can also involve data communications, databases, and number processing software.

**DETF** **Department of Employee Trust Funds.**

**DHCP** **Dynamic Host Configuration Protocol.** This protocol allows computers to automatically request and be assigned IP addresses and other network settings.

**DigitalLearn.org.** An online resource to share ideas, best practices related to helping people attain new digital literacy skills. Library are encouraged to share tips if they offer one-on-one training sessions or class instruction.

**Digital Literacy.** The ability to use information and communication technologies to find, evaluate, create, and communicate information requiring both cognitive and technical skills.

**Digital Lites.** Online WVLS newsletter/blog that replaced “The Lamplighter” in January 2010.



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**Digitization.** The process of translating data into digital form (binary coded files for use in computers). Scanning images, sampling sound, converting text on paper into text in computer files are examples of digitization.

**Discovery Layer.** A product used to enhance a library catalog so that it provides a single point of access to the full library collection across bought, licensed and digital materials. Typically, a single search box is offered alongside a range of other navigation features.

**DLT Division for Libraries and Technology.** A division of DPI.

**DNS Domain Name System.** This is how computers convert human-readable domain names and hostnames to numerical IP addresses.

**Document-Oriented Database.** An increasingly popular type of database. In contrast to relational databases, which rigidly require information to be stored in pre-defined tables, document-oriented databases are more free-flowing and flexible. They retrieve information more quickly, but store it less efficiently.

**DOI Digital Object Identifier.** The DOI system is emerging as an international standard for labeling and tracking intellectual property online. The DOI itself is just a two-part number, with a prefix identifying the original publisher and a suffix identifying the specific work.

**Domain Name.** Domain names are the base part of website names; another type of hostname.

**DPI Department of Public Instruction (Wisconsin).** Provides leadership, advocacy, assistance, planning, coordination, and funding for the improvement of public libraries and public library systems so that all Wisconsin residents have equitable access to information.

**DPLA Digital Public Library of America.** The DPLA aggregates resources that can be made freely available on the web from libraries, historical associations, and other cultural institutions; applies metadata; provides a platform for discovery; and makes the resources available in one central place on the web for researchers and other interested parties.

**DRM Digital Rights Management.** Used by publishers, copyright holders, and hardware manufacturers to limit usage of digital media or devices. It refers to a technology that works to protect digital content. It is described as being active or passive. Active DRM prevents content from being read or copied to unauthorized devices. The content is encrypted so that the only way to access it is through an authorized reader. Passive DRM usually uses watermarks to subtly alter the content to show ownership or to allow identification of the original source in the case of infringement.

**Dropbox** A free file hosting service offered by Dropbox, Inc., which allows photos, documents and videos to be accessed, edited and shared via computers, phones or tablets.

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**Drupal.** A popular content management system known for a vibrant open-source community that creates diverse and robust extensions. Drupal is very powerful, but it is somewhat difficult to use for simple tasks when compared to WordPress. Drupal provides options to create a static website, a multi-user blog, an Internet forum or a community website for user-generated content.

**DVD Digital Versatile Disc.** Once known as Digital Video Disc, it is the same size as a traditional compact disc but holds more data, and provides high quality sound with high resolution video.

**DVS Descriptive Video Service.** A company that produces videos for the visually impaired in which key visual aspects of a production are described.

**DWWW Discover Wisconsin Writers Week.**

**Dynix.** Former automation vendor for the WVLS shared automation system which changed its name to SirsiDynix. In 2013, the WVLS consortium – V-Cat - migrated from the SirsiDynix platform to Innovative Interfaces Inc. which uses Sierra as the software product.

**E-Book or Electronic Book.** A book that has been converted to digital form and can be read on a computer, usually via network services or CD-ROM. Electronic versions of print books expand on the printed medium by adding hypertext links, search and cross-reference functions, and multimedia.

**EC2.** A computing power rental system by Amazon that has become popular among technology companies because it is much cheaper than maintaining your own computer servers.

**ECRR. Every Child Ready to Ready.** Introduced in 2004 and developed by the PLA and ALSC, a parent education initiative that stresses early literacy beginning with the primary adults in a child's life. The toolkit empowers public libraries to assume an essential role in supporting early literacy within a community.

**ECRR2. Every Child Ready to Read, updated and expanded 2<sup>nd</sup> edition.** Released in 2011, it incorporates simple practices, based on research, to help parents and other caregivers develop early literacy skills in children from birth to age five. It also incorporates recommendations that evolved out of an in-depth evaluation of the original initiative and an extensive literature review.

**Email.** Also known as "electronic mail," this is mail that is sent from one computer to another via the Internet.

**Embed.** A term meaning to place a specific piece of content from one web page inside of another one. This is a common way for video content to be spread around the Internet and is increasingly being used for interactive components.

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**Electronic Publication (EPUB).** EPUB is a free and open e-book standard by The International Digital Publishing Forum (IDPF). Files have the extension “.epub”. The EPUB format is an open eBook format recommended by The International Digital Publishing Forum. It is essentially a ZIP format. If you change its extension “.epub” to “.zip”, the EPUB file becomes a true ZIP file which can be unzipped.

**Equinox Software, Inc.** Supports the open source library automation software product Evergreen.

**E-Rate.** Slang for the Universal Service Fund. A federal program of discounts to schools and libraries for telecommunications costs, Internet access costs, and internal connections costs. See [www.sl.universalservice.org](http://www.sl.universalservice.org)

**ERIC Educational Resources Information Center.** A bibliographic database of educational materials.

**ESL English as a Second Language.**

**ESLS Eastern Shores Library System.** A Wisconsin library system headquartered in Sheboygan.

**ETF (Department of) Employee Trust Funds.**

**Ethernet.** The standard wired network technology in use almost everywhere.

**Evergreen.** Open source library automation product supported by Equinox Software, Inc.

**EveryoneOn.** A national campaign to motivate Americans to become connected and take advantage of free digital literacy training in their own communities. See also Connect2Compete.

**Facebook.** A social networking site.

**Facebook Connect.** A technology from Facebook that allows a reader to log into a third-party website with their Facebook account, rather than creating a new profile for that website.

**Facebook Community Page.** Introduced in April 2010, community pages were created as a counterpart to “official fan pages”, which are built around a specific person, company, organization, product or brand. They are mostly auto-generated around interests or affiliations found in people’s profiles.

**Facebook Fan Page.** A Facebook profile for a specific person, product, company or organization, usually administered by official representatives.

**Facebook Group.** Facebook groups are analogous to offline clubs. They do not have to be administered by official representatives.

**Facebook Personal Page.** A profile page tied to a single individual which is controlled (in theory) by the individual.

**Fair Use.** Provision of copyright law stipulating the allowable and legal use of short passages of copyrighted material without permission, for instance as quotations in a magazine or book.

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**Fan.** A devotee of a product, organization, service, or person, who shows that ardor by adding a page dedicated to this group, to his or her Facebook profile.

**FAQ Frequently Asked Questions.** Many computer sites and discussion lists have FAQs to provide answers to questions.

**FAX Facsimile Transmission.** An electronic system capable of scanning documents, converting them to electronic impulses, which are transmitted and received over telephone lines.

**FC Finance Committee.**

**FCC Federal Communications Commission.**

**Firefox.** A Web browser.

**Firewall.** A piece of software or hardware that blocks certain types of traffic.

**Flash.** A proprietary platform owned by Adobe Systems that allows for drag-and-drop animations, program interactivity, and dynamic displays for the Web.

**Flash Drive.** A small, lightweight, removable and rewritable data storage device with a USB connector which connects to the USB ports of most current mainstream PCs and laptops. A flash drive is more compact, holds more data, and has a more durable design than the floppy disk.

**Flipster.** A digital, full text magazine product.

**Flickr.** A popular photo-sharing website.

**FOIA Freedom of Information Act.**

**FOL Friends of the Library.**

**Foursquare.** One of the many mobile services which allow users to “check in” at locations to inform people in their social networks of their whereabouts.

**FOWL Friends of Wisconsin Libraries.** State organization promoting and supporting local Friends’ groups. In 2007, merged with the Wisconsin Library Trustees Association to become WLTF.

**Framework.** A software package that makes writing programs easier by providing all the “plumbing” for a particular type of task, allowing programmers to just “fill in the blanks” with their own project-specific needs.

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**FRBR Functional Requirements for Bibliographic Records.** An evolving conceptual model designed to help users easily navigate catalogs and find the material they want in the form they want it – be that print, DVD, audio, or adaptations. Developed by the International Federation of Library Associations and Institutions Cataloging Section, FRBR is now being integrated into cataloging theory and implemented into systems and practice.

**Friend.** To request that a Facebook user add you to her/his list of friends, allowing you access to each other's profile.

**Friends.** People organized in local communities to encourage library use and to raise funds for library projects.

**FTE Full Time Equivalent.** The total number of employees' working hours divided by 40.

**FTP File Transfer Protocol.** A method of retrieving computer files from another computer on the Internet.

**Full Text.** Containing the whole text of an article, as opposed to the bibliographic citation or the abstract.

**FY Fiscal Year.**

**GASB #34 Governmental Accounting Standards Board Statement #34.** Public entities throughout the country have implemented GASB #34. This standard requires changes in the way state and local governments present their financial statements and capitalize and depreciate assets. It is aimed at helping government entities present a more complete and accurate representation of their operations.

**Gateway.** A device that routes traffic between networks.

**Geek the Library.** Geek the Library attempts to spread awareness about the value of libraries and the critical funding issues they face. <http://www.geekthelibrary.org>

**Geotag.** A piece of information that goes with content and contains geographically based information. Commonly used on photo sites such as Flickr or in conjunction with user-generated content, to show where a photo, video or article came from.

**GIGO Garbage In, Garbage Out.**

**Gmail/Google Apps.** Google's Web-based e-mail and productivity applications.

**GMD General Materials Designator.**

**Google.** Web search engine.

**Google AdSense.** Google's online advertising network that allows content publishers to embed a piece of code to display Google ads on their sites.

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**Google AdWords.** Google's text-based flagship advertising product, which provides the lion's share of the company revenue. Ads are displayed on Google's own sites based on search terms that users type in, and advertisers pay only when the users click on them.

**Google Analytics.** A tool to help analyze customer/visitor traffic across ads, videos, websites, social tools, tablets and smartphones.

**Google Docs.** A free online service offered by Google, comprising word processing, spreadsheet, presentation and other software. Users can work collaboratively on documents, editing them simultaneously.

**Google Wave.** An online collaborative space introduced by Google in which people can communicate and work together in real time.

**GoToMeeting.** A web conferencing product that allows people to meet online, rather than in person.

**GoToWebinar.** A web conferencing product that offers "web seminars" or an online event designed to facilitate communication between a small number of presenters and a large remote audience using the Internet.

**GPO Government Printing Office.**

**GPS Global Positioning System.** Used for navigation purposes as well as for map-making and land surveying.

**Growing Wisconsin Readers.** Launched in 2013, Growing Wisconsin Readers is a three-year early literacy initiative based in Wisconsin public libraries. It is coordinated by the Division for Libraries and Technology and supported by Library Services and Technology Act (LSTA) funds awarded by the U.S. Institute of Museum and Library Services (IMLS). The primary goal of the initiative is to provide resources to caregivers (e.g., parents, grandparents, guardians, childcare providers) about how to read effectively with babies, toddlers, and young children. The secondary goal is to visibly showcase ways in which public libraries support early literacy in communities throughout Wisconsin.

**Holdings.** The books, periodicals, AV items, etc., owned by a library.

**Homepage.** The first page a user sees on an Internet Web site.

**Horizon.** The former software used for the V-Cat or WVLS shared automation system.

**Hostnames.** A human-readable label that points to a device connected to a network.

**HQ Headquarters.**

**HTML Hypertext Markup Language.** A language or programming code used to create documents on the World Wide Web by telling a browser what a Web page should look like.

**HTML5.** The upcoming, powerful standard of Hypertext Markup Language, which has added advanced interactive features.

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**HTTP Hypertext Transfer Protocol.** The standard protocol modern web browsers and the web itself uses.

**I&R Information and Referral.**

**IF Intellectual Freedom.**

**IFLS Indianhead Federated Library System.** A Wisconsin library system headquartered in Eau Claire.

**iFrame.** An HTML tag that allows for one web page to be wholly included inside another; it is a popular way to create embeddable interactive features.

**ILL Interlibrary Loan.** The loan of materials between and among libraries.

**ILS Integrated Library System.** Library automation systems.

**IMC Instructional Media Center.**

**IMLS Institute of Museum and Library Services.** IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. Their mission is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. More information is available at [www.imls.gov](http://www.imls.gov).

**IMTT Instructional Media & Technology Team.** Consists of several consultants in the areas of library, media, and technology and is part of the Wisconsin Department of Public Instruction.

**Innovative Interfaces Inc. (III).** Offers the "Sierra" integrated library automation system. In January 2013 the WVLS consortium – V-Cat- migrated to this new software.

**Instagram.** An online photo-/video-sharing and social networking service that enables its users to take pictures and videos, and share them on a variety of social networking platforms.

**Instant Messaging (IM).** Technologies that allow real-time communication between two or more participants over the Internet.

**Internet.** Decentralized computer networks that link millions of computer users in every country. Bibliographic databases (such as V-Cat), discussion groups, specialized databases (such as Ancestry.com and Novelist) and many other resources may be accessed by computers over high-speed lines.

**Internet Explorer.** A Web browser

**IP Address.** An Internet Protocol address, or IP address, is a numerical address that corresponds to your computer on a network. When a computer wants to connect to another computer, it connects to that computer's IP address.

**IPAC Internet Public Access Catalog.**

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**iPad.** Released in April 2010, the iPad is Apple's tablet computing device; it uses the same operating system and development tools as the iPhone.

**iPhone.** A line of smartphones designed and marketed by Apple Inc.

**iPod.** A brand of portable media players designed and marketed by Apple, Inc.

**iPod Touch.** Essentially an iPhone without the phone. Slimmer than the iPhone, the iPod touch can play music and run iPhone apps. It connects to the Internet via wifi.

**IPv4/IPv6.** There are two types of IP address in common use. IPv4 addresses are the most common but IPv6 addresses are newer and are necessary because of all the people and devices in the world.

**ISBN International Standard Book Number.**

**ISP Internet Service Provider.** The company that provides your Internet connection.

**ISSN International Standard Serials Number.** A unique eight-digit number, in two groups of four, assigned to a periodical by the International Serials Data System.

**IT Information Technology.** Information Technologist. Person who works with technology and automation.

**Item Statuses.** A system table within Sierra that defines the current state of an item. Examples: Available, Damaged, Lost, Billed.

**Item Types.** A system table within Sierra that defines the item's material type. It is associated mainly with the Loan Rule Determiner table. Examples: Book, DVD, eReader, Musical Recording.

**IUG Innovative Users Group.** See also WILIUG.

**JavaScript.** A Web scripting language used to enhance websites; it can make them more interactive without requiring a browser plugin.

**Jing.** Free software that adds visuals to a user's online conversation.

**Joomla.** A free, open-source content management built in PHP. It is known for its extensive design options.

**jQuery.** An incredibly popular open source JavaScript library designed for manipulating HTML pages and handling events.

**JSON JavaScript Object-Notation.** A Web data publishing format that is designed to be both easily human and machine readable.

**KCLS Kenosha County Library System.** A Wisconsin library system headquartered in Kenosha.



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**Keyword Searching.** A method or strategy of searching for a word or combination of words that describe a document in a natural language as opposed to the control-led language of subject descriptor searching.

**Kindle.** An electronic book (e-book) device launched in the United States by Amazon.com in November 2007.

**Koha.** Developed in New Zealand, an open source software designed for integrated library system.

**LAC Library Advisory Committee.** A 15-member WVLS committee that has representation from all types of libraries. Its purpose is to advise the WVLS staff and board on matters relating to promotion and implementation of programs of cooperation and communication among all libraries and other information sources in the WVLS area.

**LAMA Library Administration and Management.** A division of ALA.

**Lamplighter.** See “Digital Lites” - the name of the WVLS newsletter/blog as of January 2010.

**LAN Local Area Network.** A small network that’s confined to a local area.

**Loan Rule Determiner.** A system table withing Sierra that defines the combinations of items’ Locations, Item types, and Patron Types to determine what Loan Rule to use. Examples: A Medford patron checking out a book will have the two-week checkout loan rule apply. A Medford patron checking out a DVD will have the one-week checkout loan rule apply.

**Loan Rules.** A system table within Sierra that defines the checkout period, renewals, timing of notices, and other parameters associated with circulation.

**LC Library of Congress.** 1. The Library of the U.S. Congress which also serves as our National Library. 2. The classification system used by the majority of larger research libraries.

**LCCN Library of Congress Control/Card Number.** – assigned to an item by the Library of Congress.

**LCOMM Library Council of Metropolitan Milwaukee.**

**LD&L Library Development and Legislation Committee.** A committee of WLA.

**LDR Local Data Record.**

**LibraryThing.** A prominent social cataloging web application for storing and sharing personal library catalogs and book lists.

**LITA Library and Information Technology Association.** A division of ALA.

**LITAC Library and Information Technology Advisory Committee.**

**LJ Library Journal.**

**LLAMA Library Leadership and Management Association.**

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**LLD Library Legislative Day.**

**LLS Lakeshores Library System.** – a Wisconsin library system headquartered in Racine.

**Location-Based Services.** A service, usually in a mobile Web or mobile device application, that uses your location in order to perform a certain task.

**LP or LT Large Print or Large Type.** Printed materials set in 18-point type.

**LSTA Library Service and Technology Act.** Federal funding program to benefit libraries.

**LTE Letter to the Editor.**

**LVIS Libraries Very Interested in Sharing.** Represents the first nationwide OCLC resource sharing group agreement whereby participants exchange resources at no charge.

**MA Marc Alert.** A term used by the V-Cat Council members. A brief bibliographic record.

**MAC Address Media Access Control Address.** A unique identifier designed to identify different computers on a network.

**Makerspaces.** A place for library users to build or make things, collaborating and learning from each other in a shared space with tools provided by the library.

**MALC Madison Area Library Council.** A multitype group similar in purpose to the LAC.

**Manga.** Comics and print cartoons originally published in Japan. However, manga and manga-influenced comics now exist in other parts of the world.

**MARC Machine Readable Cataloging.** MARC records contain data in standardized format and allow conversion to automated cataloging and circulation systems. MARC records reduce the need for individual libraries to prepare original cataloging for common acquisitions.

**Marcive.** A vendor that specializes in authorities processing, cataloging, and government document processing.

**Mashup.** A combination of data from multiple sources, usually through the use of APIs.

**MATS Media and Technology Section of WLA.**

**MCFLS Milwaukee County Federated Library System.** A Wisconsin library system headquartered in Milwaukee.

**MCLS Manitowoc-Calumet Library System.** A Wisconsin library system headquartered in Manitowoc.

**MCPL Marathon County Public Library.** The headquarters/resource library for WVLS.

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**MED Medium.**

**Meebo.** Instant messaging program that supports multiple (IM) instant messaging services such as Yahoo, Facebook, etc.

**Metadata.** Structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. It organizes the data in a web page so browsers can display it sensibly.

**Micro-blogging.** A form of multimedia blogging that allows users to share brief text updates or photos and audio clips.

**Millenium ILS.** Integrated library system software formerly offered by Innovative Interfaces, Inc.

**Minecraft.** An online game about placing and breaking blocks in a 3D world which tasks players with collecting resources while cutting into randomly generated landscapes, warding off terrible things, making imaginative things and building creative structures and artwork. In March 2015 it won the Nickelodeon Kids' Choice Award for "Most Addicting Game", and the console edition won the BAFTA (British Academy of Film and Television Arts) Game Award in the "family" category.

**MINITEX.** A publicly supported network of libraries in Minnesota, North Dakota and South Dakota, headquartered at the University of Minnesota – Twin Cities in Minneapolis. Participates reciprocally in interloan with Wisconsin libraries.

**MLS Masters Degree in Library Science.** The graduate professional degree in library and information science.

**Mobile.** An umbrella term in technology that was long synonymous with cellular phones but has since grown to encompass tablet computing and even netbooks.

**Mobile Web.** Refers to accessing the World Wide Web (WWW) using a mobile device such as cell phones, PDAs, and other portable gadgets connected to public network.

**MOOC Massive Open Online Courses.** It is an online course aiming at large-scale interactive participation and open access via the web. In addition to traditional course materials such as videos, readings, and problem sets, MOOCs provide interactive user forums that help build a community for the students, professors, and TAs. They are a recent development in distance education and often use open educational resources. Typically, they do not offer academic credit or charge tuition fees.

**MP-3 Motion Picture Experts Group, Audio Layer 3.** A way of compressing audio (sound/music) files so they are small enough to download quickly from the Internet. The technology creates sound files a tenth the size of standard CD music files with very little loss of sound quality.

**MULS Minnesota Union List of Serials.**

**Multimedia.** An item that combines more than one medium – ex. Audiovisual media with the printed word.

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**Multitype Cooperation.** The involvement of all types of libraries – public, academic, school, and special – in cooperative arrangements.

**MWFLS Mid-Wisconsin Federated Library System.** A Wisconsin library system headquartered in Horicon.

**MySQL.** The dominant open-source database management system on the Internet which is a free and flexible alternative to expensive systems.

**NAT Network Address Translation.** It is used by routers to share a single IP address among many devices.

**NCIP National Circulation Interchange Protocol.** Enables the processing of interlibrary loan requests within the local circulation system.

**NCLIS National Commission on Library and Information Science.** A federal advisory group composed of representatives from various library groups and distinguished librarians.

**NEH National Endowment for the Humanities.**

**NESS Network and Enterprise Services Subscription.**

**Network Interface/Network Adapter.** The Ethernet and Wi-Fi connection for a computer.

**NEWIL Northeast Wisconsin Intertype Libraries.** A multitype group similar in purpose to the LAC.

**News Feed.** A constantly updated, but not necessarily comprehensive, list of Facebook friends' activities, such as changes to their profiles, wall posts, or the addition of new friends.

**NFLS Nicolet Federated Library System.** A Wisconsin library system headquartered in Green Bay.

**Ning.** An online platform for people to create their own social networks.

**NISO National Information Standards Organization.** A non-profit association accredited by the American National Standards Institute (ANSI), that identifies, develops, maintains, and publishes technical standards to manage information in our changing and ever-more digital environment.

**NLW National Library Week.** Sponsored by the American Library Association annually in April.

**Nonresident.** A person who resides outside the taxing area of a public library.

**Nook.** Barnes & Noble's eReader device.

**Novelist Plus.** Integrates with the online catalog to provide recommendations and read-alikes for the non-fiction collection.

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**Novelist Select.** Integrates with the online catalog to provide book jackets, summaries, book series information, recommendations, and expert and reader reviews for the fiction collection.

**NTC Northcentral Technical College.**

**NWLS Northern Waters Library Service.** A Wisconsin library system headquartered in Ashland.

**OCLC (Formerly) Online Computer Library Center.** A bibliographic utility based in Ohio which provides online cataloging, interlibrary loan, serials control and other services to libraries worldwide.

**OCR Optical Character Recognition.** Refers to the branch of computer science that involves reading text from paper and translating the images into a form that the computer manipulates.

**OIF Office for Intellectual Freedom.**

**Online Chat or Chat.** Any kind of communication over the internet.

**Ontology.** A classification system with nodes or entities, that allows non-hierarchical relationships, in contrast to a taxonomy, which is hierarchical.

**OPAC Online Public Access Catalog.** A computer workstation for use by the public which is connected to a library's circulation system; can be searched by author, title, etc., and shows an item's status (on shelf, overdue, etc.)

**Open ID.** An open standard that lets users log in to multiple web sites using the same identity through a third party.

**Open Office.** OpenOffice.org is a multiplatform and multilingual office suite and an open source produce. Compatible with all other major office suites, the product is free to download, use and distribute.

**Open Source.** Open source is a development method for software that harnesses the power of distributed peer review and transparency of process.

**OS Operating System.** A basic layer of software that controls computer hardware, allowing other applications to be built on it.

**OSLS Open Source Library Software.**

**Outreach.** Programs and activities that extend beyond the library building. Examples include service to nursing homes, jails, and other correctional facilities; bookmobile service and books-by-mail service to geographically remote areas; and service to the homebound.

**Overdrive.** A vendor whose products include downloadable audiobooks and videos.

**Overdrive eBook.** Adobe eBook is a digital version of a print book that has been optimized for on-screen reading. eBooks are available in two formats, EPUB and PDF.

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**Overdrive WMA Audiobook.** A digitally-protected audiobook that has been optimized for download. Overdrive WMA Audiobook titles are built using a Microsoft Windows Media Audio format, which greatly enhances the sound quality for desktop listening, play of CD copies (where permitted by the publisher), and portable device use.

**OWLS Outagamie Waupaca Library System.** A Wisconsin library system headquartered in Appleton.

**P2P Peer-To-Peer.** A network architecture in which users share resources on their own computers directly with others.

**PAC Public Access Catalog.** May be used interchangeably with the term OPAC; may also mean a catalog of library holdings which is not online.

**PACE Poverty Awareness for Community Engagement.**

**Packet.** A unit of data sent between devices. It is the basic unit of data that computers on a network exchange.

**P-Codes 1-4.** System tables within Sierra that provide easily obtainable information on the patron record for statistical purposes. P-Code 1: Gender, P-Code 2: Currently Unused, P-Code 3: Birth Year, P-Code 4: Municipality/City.

**Paging List.** A list of materials that are on hold. Libraries run this list to see what items they own have been placed on hold (requested).

**Patron Types.** A system table within Sierra that defines the patron. It is associated with mainly the Loan Rule Determiner table. Examples: Merrill Adult, Merrill Juvenile, Antigo Adult, Antigo Juvenile.

**PCI DSS Payment Card Industry Data Security Standards.**

**PDA Patron Driven Acquisition.**

**PDA Personal Digital Assistant.** A handheld computer.

**PDF Portable Document Format.** A document that can be as simple as coloring sheets with a few images for preschoolers to formatted academic studies with charts and graphs, the PDF format allows these documents to be transmitted electronically in an unalterable format identical to the one in which it was published. An Acrobat Reader program (downloaded from the Internet) is needed to read and print PDF documents.

**PDL Periodical.** A library word used to describe magazines, journals and newspapers.

**PII Personally Identifiable Information.**

**PILL Patron-initiated InterLibrary Loan.**

**Pinterest.** A visual bookmarking tool that helps users discover and save creative ideas, images, videos and other objects “pinning” them to their pinboard.

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**PIPA Protect Intellectual Property Act.** Counterpart to SOPA which is legislation that would significantly expand the powers of US law enforcement to combat online trafficking in copyrighted and counterfeited goods. (See SOPA)

**PLA Public Library Association.** A division of ALA.

**Platform.** In the technology world, platform refers to the hardware or software that other applications are built upon.

**Playaway.** A portable, self-contained device that comes preloaded with one audio book.

**Podcast.** Radio-style shows in MP-3 format that may be created, downloaded and listened to on a computer device.

**POE (Power over Ethernet).** It still is a relatively new technology, and many companies haven't implemented it yet. But companies that have moved to POE have seen major benefits, especially in the ability to run devices such as VOIP (Voice over IP) phones, access points and other appliances without the need for a wall wart to provide power.

**Poke.** A way to interact with your friends on Facebook.

**Polaris Library Systems.** Integrated library system vendor, acquired by Innovative Interfaces, Inc. in April 2014.

**Port.** When an application wants to send or receive traffic, it has to use a numbered port.

**Portable Media Player.** A portable consumer electronic device that is capable of storing and playing digital media, such as digital audio, video, and images.

**PPP Point to Point Protocol.** Enables a computer to connect to the Internet with a modem and a telephone line; allows a user to use a browser such as Netscape.

**PrairieCat.** Over one hundred libraries in Reaching Across Illinois Library System (RAILS) share an integrated library automation system known as PrairieCat. It became an Illinois Intergovernmental Entity in December 2010. The consortium is a separate legal entity that contracts with RAILS for services to support the daily operation of the shared catalog. It is the northern and western Illinois equivalent of V-Cat.

**Profile.** User profile or simply profile is a collection of personal data associated to a specific user.

**Programming Language.** A special type of language used to unambiguously instruct a computer how to perform tasks.

**Project WIN.** A 2013-2014 investigation to determine the desirability and feasibility of developing one ILS platform from three distinct and autonomous ILS platforms in the Wisconsin Valley, Indianhead and Northern Waters systems.

**Promptcat.** A vendor-prompted copy cataloging service for non-serial titles which links order-fulfillment by a vendor to OCLC and setting a library's holding on WorldCat (the OCLC online Union Catalog) and delivering a monographic OCLC-MARC record to the library.

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**Protocol.** A way of communicating over the Internet. Different protocols are ideal for dissimilar forms of communication.

**Proxy Server.** A server (a computer system or an application program) that acts as a go-between for requests from clients seeking resources from other servers.

**Quick Response Codes (QR Codes).** QR codes are two-dimensional barcodes that instead of being traditional multiple-bar layout, they appear as a pixelated square. QR codes can store numbers, text, hyperlinks, bookmarks, contact information, calendar information, email addresses, phone numbers, SMS text information, locations and maps, social network information, and much more.

**R&L Reference and Loan Library – Madison.** See RL&LL

**RASD Reference and Adult Services Division.** A division of ALA.

**Raspberry Pi.** A credit-card sized computer that plugs into a TV and a keyboard and is capable of doing things that a desktop PC does, like spreadsheets, word-processing and games. It also plays high-definition video.

**RASS Reference and Adult Services Section.** A division of WLA.

**RDA Resource Description and Access.** Initially released in June 2010, a standard for descriptive cataloging which supports resource discovery in a digital world.

**RDC Regional Data Center (Eau Claire, WI).**

**Reaching Across Illinois Library System (RAILS).** It is one of two multi-type regional library systems in the state that covers northern and western Illinois. The membership includes academic, public, school, and special libraries. It was formed by the merger of five library systems in July 2011.

**Recollection Wisconsin (formerly Wisconsin Heritage Online or WHO).** A collaborative effort to bring together digital versions of Wisconsin history materials from participating libraries, archives, museums and historical societies across the state. The program also provides guidelines, and training and support to contributing partners in an effort to standardize and coordinate cultural heritage digitization efforts at the statewide level. ([recollectionwisconsin.org](http://recollectionwisconsin.org))

**Relational Database.** A piece of software that stores data in a series of tables, with relationships defined between them.

**RFI Request For Identification.**

**RFI Request For Information.** Standard business process that provides written information about the capabilities of various suppliers.

**RFID Radio Frequency Identification Technology.** A method of storing and remotely retrieving objects.



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**RFP Request for Proposal.** Also called a request for bid, an RFP is a document requesting potential suppliers to submit proposals to sell goods or services at a proposed price. Usually the RFP contains detailed specifications of the goods or services wanted.

**RFQ Request for Quote.**

**RL&LL Resources for Libraries and Lifelong Learning.** A team within the Department of Public Instruction (DPI) which manages and supports the WISCAT virtual and union catalog and resource sharing platform used by many public libraries in Wisconsin. They also manage and support the BadgerLink databases that are available to all Wisconsin libraries and residents.

**RLIN Research Libraries Information Network.**

**Router.** Computer hardware that makes decisions about which path Internet traffic will take to reach its destination. It is a device that passes traffic back and forth.

**RSS Rich Site Summary or Really Simple Syndication.** A “pull” technology that retrieves new content from web sites (text, audio, video, pictures.) and brings it to users. RSS makes it possible for people to keep up with their favorite web sites without having to search entire sites for new content. To retrieve new content, users must subscribe to an RSS feed or aggregator software.

**RUSA Reference and User Services Association.** A division of ALA.

**S3.** An online storage system run by Amazon that’s often used as a cheap way to store photos and videos used on websites.

**SaaS (Software as a Service).** An alternative to traditional computing in which people use software applications that are located on the Internet rather than on their own computers or networks. SaaS is typically thought of as a low-cost way to obtain rights to use software as needed versus licensing all devices with all applications. On-demand licensing enables the benefits of commercially licensed use without the associated complexity and potential high initial cost of equipping every device with applications that are infrequently used but needed.

**SCLS South Central Library System.** A Wisconsin library system headquartered in Madison.

**Screencasting.** Creating a digital movie in which the setting is partly or wholly a computer screen, in which audio narration describes the on-screen action. Screencasts are carefully produced works designed to educate, entertain or influence an audience.

**Scribd.** A document-sharing site that is often described as a “YouTube for documents” because it allows other sites to embed its content. It allows people to upload files and others to download in various formats.

**Scripting Language.** A programming language designed to be easy to use for everyday or administrative tasks.

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**SDI Selective Dissemination of Information.**

**Search Engine.** Special sites on the Web that are designed to help people find information stored on other sites. There are differences in the ways various search engines work, but they all search the Internet, or parts of the Internet – based on important words in their indexes.

**Semantic Web.** A vision of the web that is almost entirely machine readable, in which documents are published in languages that are designed specifically for data.

**SEO Search Engine Optimization.** A suite of techniques for improving how a website ranks on search engines.

**Server.** A computer which hosts software for services such as electronic mail routing, database sharing, or file transfer to local or remote computers.

**Server-Side.** Referring to when network software runs in a central location, the server, rather than on the user's computer, often known as the client. See also Client Side.

**Shelf List.** List of materials owned. Arranged in the order they are kept on the shelf.

**Short Message Service (SMS).** SMS is a communication service standard that allows the interchange of short text messages between mobile telephone devices.

**Sierra.** This is the software that runs the V-Cat or WVLS shared automated system and the graphical user interface software from Innovative Interfaces Inc. It was installed in January 2013.

**SIP. Standard Interchange Protocol.** SIP is the de facto standard for communication between library self-service devices and the wide variety of integrated library systems (ILS) that libraries use. It provides the crucial common language that makes possible such widespread functions as self-checkout, automated materials handling, PC management, or fine and fee payment.

**SirsiDynix.** A former automation vendor for the WVLS shared automation system.

**Sitemap (or Site Map).** Lists the pages of a web site.

**Skype.** Software that allows users to make telephone calls over the Internet. Additional features include instant messaging, file transfer, and video conferencing.

**SLA Special Libraries Association.** A division of ALA.

**SLC Schools and Library Cooperation.**

**SLD School and Library Division.**

**SLIS School of Library and Information Studies/Science.** In Milwaukee and Madison.

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**SLJ School Library Journal.**

**SLP Summer Library Program.**

**Smartphone.** A mobile phone offering advanced capabilities beyond a typical mobile phone, often with PC-like functionality.

**Social Media.** A broad term referring to the wide swath of content creation and consumption that is enabled by the many-to-many distributed infrastructure of the Internet.

**Social Networking Site.** An online social network that allows people to create and share personal information via photos, music, videos and personal blogs. Each social network has different rules and methods for searching out and contacting potential friends.

**SOMBAW System Office Managers and Business Administrators of Wisconsin.**

**SOPA Stop Online Piracy Act.** A bill put before the US House of Representatives which would significantly expand the powers of US law enforcement to combat online trafficking in copyrighted and counterfeited goods. (See also PIPA)

**SOPAC Social Online Public Access Catalog.**

**Special Needs.** The educationally and socioeconomically disadvantaged in urban and rural areas; functionally illiterate and unemployed persons; the elderly; ethnic minorities; persons with limited English-speaking ability; persons with physical/mental disabilities (including people with developmental disabilities and mentally ill persons); and residents of the state, county and locally funded institutions.

**SRLAAW System and Resource Library Administrator's Association of Wisconsin.** Made up of administrators from all 17 public library systems and their resource libraries, this group meets four times a year to discuss statewide legislative and policy issues that impact public library service in Wisconsin. They collaborate with other statewide library organizations and regularly provide input to DPI's Public Library Development Team on statewide library issues.

**SRRT Social Responsibilities Round Table.** A division of WLA.

**Stacks.** The book shelves in a library.

**Standards.** Generally accepted criteria developed at state and national levels suggesting or requiring certain minimum deemed essential for proper operation of libraries. See Wisconsin Public Library Standards at [pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard)

**Status Update.** New information on Facebook friends' activities.

**Structured Thesaurus.** A group of preferred terms created for editorial use to normalize and more efficiently classify content.

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**StumbleUpon.** An Internet community that allows its users to discover and rate Web pages, photos, and videos. It is a personalized recommendation engine which uses peer and social-networking principles. Web pages are presented when the user clicks the “Stumble” button on the browser’s toolbar. StumbleUpon chooses which Web page to display based on the user’s ratings of previous pages, ratings by his/her friends, and by the ratings of users with similar interests.

**STEM Science, Technology, Engineering and Mathematics.** The term is typically used when addressing education policy and curriculum choices in schools to improve competitiveness in technology development.

**STEAM Science, Technology, Engineering, Art and Mathematics.** Adds the “Arts” to STEM (above) for a more holistic approach when addressing education policy and curriculum choices.

**SUDOC Superintendent of Documents.** SUDOC numbers are assigned by the Government Printing Office to documents and are used to order items from the GPO.

**Survey Monkey.** A free tool to create and publish custom surveys via the Internet.

**SWAC Spoken Word Audiocassette.**

**SWLS Southwest Wisconsin Library System.** A Wisconsin library system headquartered in Fennimore.

**Symphony.** A SirsiDynix integrated library system product.

**T-1 Line.** A dedicated fiber optic communications line leased from the telephone company, which provides high speed access to the Internet. A T-1 line is capable of carrying data at 1.5444 megabites per second (MBPS).

**Tablet Device.** Any device with an open-face display, generally as large as a small laptop.

**Tag.** A common type of metadata used to describe a piece of content that associates it with other content that has the same tag.

**TAG Teen Advisory Group.**

**Tags or Tagging (Computing).** A keyword or term associated with or assigned to a piece of information.

**Taxonomy.** A hierarchical classification system.

**TDD Telecommunication Device for the hearing impaired.**

**TEACH Technology for Educational Achievement.**

**TechAtlas.** Funded by the Bill and Melinda Gates Foundation, a free web-based technology management and planning tool for libraries.

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**Telnet.** A program that allows a person on the Internet to connect to selected information around the world.

**Text Messaging.** Texting is the common term for the sending of “short” text messages from mobile phones using the Short Message Service (SMS). For a great list of Text Message abbreviations, go to:

[http://www.webopedia.com/quick\\_ref/textmessageabbreviations.asp](http://www.webopedia.com/quick_ref/textmessageabbreviations.asp)

**TNS. Teleform Notice System.** It allows WVLS to send automated phone notices, such as hold pickup or overdues, to patrons.

**TPD Technical Processing Department.**

**Transparency.** In the context of news and information, a term describing openness about information that has become increasingly popular.

**TTS Text-To-Speech.** The ability of a computer to convert any text into spoken words. Useful to people with visual disabilities, proof-readers, people who prefer to listen to their ebooks, people learning a foreign language, and as a simple pronunciation guide for those unfamiliar words encountered in print but never spoken.

**Tumblr.** A free microblogging platform and social networking website that allows users to post multimedia and other content to a short-form blog.

**Tweets.** Text-based updates sent in twitter.

**Twitter.** A social networking and micro-blogging service that allows its users to send and read others’ updates (or tweets), which are text-based posts of up to 140 characters-in length.

**UD Use Date.**

**UI User Interface.** The part of a software application or website that users see and interact with, which takes into account the visual design and the structure of the program.

**Union List.** A combined listing of the holdings of two or more agencies or departments.

**United for Libraries.** Formerly Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF). On February 1, 2009, Friends of Libraries U.S.A. (FOLUSA) and the Association for Library Trustees and Advocate (ALTA) joined forces to become an expanded division of ALA known as the Association of Library Trustees, Advocates, Friends and Foundations, now “United for Libraries”. Through this partnership, United for Libraries brings together libraries’ voices to speak out on behalf of library services and free public access to information.

**Universal Service Fund.** See USF below.

**URI Uniform Resource Identifier.** The way to identify the location for something on the Internet.

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**URL Universal/Uniform Resource Locator.** Also known as a web address which is displayed in a web browser's address bar.

**USA PATRIOT Act Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act.** Passed on October 26, 2001, and designed to broaden surveillance capabilities of law enforcement following the terrorist attacks of September 11, 2001.

**User Friendly.** Easy to use format implying the dialogue or interface capabilities between a computer user and computer is simple to understand.

**USF Universal Service Fund.** Established under 1993 Wisconsin Act 496 to ensure that all state residents receive essential telecommunications services and have access to advanced telecommunications capabilities. The Fund supports telecommunications services and access programs that are provided by several state agencies, including the Department of Public Instruction. The USF replaced GPR as the sole funding source for Aid to Public Library Systems since FY 2008-09. The USF also supports BadgerLink and DPI's Library Service Contracts for specialized library materials and information provided by the Milwaukee Public Library, the Wisconsin Regional Library for the Blind and Physically Handicapped (WRLBPH), and the Cooperative Children's Book Center (CCBC).

**UW University of Wisconsin.**

**UWEX University of Wisconsin** – Extension Services provides continuing education opportunities.

**UWM University of Wisconsin** – Milwaukee Campus.

**UWMC University of Wisconsin** – Marathon Campus.

**UWSP University of Wisconsin** – Stevens Point Campus.

**UX User Experience.** Generally referring to the area of design that involves the holistic interaction a user has with a product or a service.

**V-Cat.** The name of the WVLS shared automation system.

**V-Cat Council.** – A WVLS group made up of one representative from each V-Cat member library, whose purpose is to implement policies and procedures related to the WVLS shared automation system.

**VCR Videocassette Recorder.**

**Vertical File.** A collection of pamphlets, clippings, and/or pictures kept in a filing cabinet and arranged for ready reference, generally by subject. Also called pamphlet file or information file.

**Virtual Library.** Information resources located entirely online.

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**Virtualization.** Virtualization software enables a single computer to function as several virtual computers. You can install multiple operating systems (for example, Windows, Linux, Mac OS X) on a single physical computer and they can each run independently, as if they were installed on their own physical computer. There is no visible difference to the applications or to the users. The two main types of virtualization are server virtualization and desktop virtualization. Server virtualization is software that allows you to optimize a single server computer so that it is able to do the work of multiple servers. In the case of desktop virtualization, the server does all the work for multiple desktop terminals.

**VMware.** The drive to virtualize was driven by VMware. Offering everything from simple-to-use products that let consumers run virtual machines to the most robust enterprise-class virtualization platforms, VMware has made it possible to run whole farms of servers with very little hardware involved.

**VOIP Voice Over IP.**

**VOYA Voice of Youth Advocates.** A professional journal.

**VTAE Vocational and Technical Adult Education.**

**WAAL Wisconsin Association of Academic Librarians.** A division of WLA.

**Wall.** A space where a Facebook member can post photos, videos, web links, or other content he or she wants to share.

**WAM Web Access Management.** A tool that allows Sierra to authenticate with databases and online services.

**WAN Wide Area Network.** A large telecommunications network that covers a wider area than a LAN.

**WAPL Wisconsin Association of Public Libraries.** A division of WLA.

**WASL Wisconsin Association of School Librarians.** A division of WLA.

**WCFLS Waukesha County Federated Library System.** A Wisconsin library system headquartered in Waukesha.

**WCRS WorldCat Resource Sharing.**

**WDC Wisconsin Deferred Compensation.**

**WEA Wisconsin Education Association.**

**WEAC Wisconsin Education Association Council.**

**Web Management Report.** The web interface product from Innovative that is used for statistics gathering.

**Web Site.** A place on the web.

**Webinar.** A type of web conference, that is typically one-way, from the speaker with limited audience interaction.

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**WebJunction.** An online community where library staff meet to share ideas, solve problems and take online courses.

**WEMA Wisconsin Educational Media Association, now known as WEMTA.**

**WEMTA Wisconsin Educational Media and Technology Association.** An independent professional association serving school library media and instructional professionals in Wisconsin.

**Wessler Scholarship Fund.** A gift to WVLS in memory of Carol Ruth Wessler, a long-time WVLS reference and interlibrary loan librarian who died in 1984. Since the initial establishment of this scholarship program, additional funds have been added in memory of other WVLS employees. Scholarship funds are available for use by area library staffs from all types of libraries who wish to attend continuing education activities in the area of reference, referral and interlibrary loan and customer service.

**WHCLIS White House Conference on Library and Information Services.**

**WHO Wisconsin Heritage Online.** See [Recollection Wisconsin](#) for more information.

**Widget.** A web widget is a portable chunk of code that can be installed and executed within a separate web page. (Such as daily weather, clocks, event listing, etc.)

**Wiki.** A web space that is open to and editable by a group of people. The most famous wiki is called Wikipedia, a massive online encyclopedia.

**WILIUG Wisconsin/Illinois Innovative Users Group.**

**WiLS Wisconsin Library Services.** A member-based, not-for-profit organization offering services to support libraries of all types, designed to facilitate library cooperation and resource sharing. They provide cooperative discounts for databases and other products, and manage the purchase of new electronic resources. They offer continuing education opportunities, project management for collaborative endeavors, and strategic planning guidance.

**WISCAT.** A Union/Virtual online database of materials held by Wisconsin libraries. The database is managed by RL&LL, and used to create and manage requests for material between and among participating libraries in Wisconsin.

**WiscNet.** A member-driven cooperative that provides Internet access and network support for research and education organizations across Wisconsin.

**Wisconsin Statutes.** Chapter 43 of the Wisconsin Statutes refers to libraries and systems.

**WISEdash.** A data portal that uses “dashboards” or visual collections of graphs and tables, to provide multi-year education data about Wisconsin schools. As a public reporting tool, WISEdash is used by districts, schools, parents, researchers, media, and other community members to view data published by the Department of Public Instruction.



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**WISELearn.** Currently under construction, a Wisconsin Educator Portal which attempts to provide cost-effective, efficient ways of making top quality resources available to the whole state through one easy portal.

**WISPPR Wisconsin Preservation Program.** A program whereby WILS members receive consultant services for preserving/maintaining library collections.

**WLA Wisconsin Library Association.** A professional association for library staff, trustees and friends.

**WLHC Wisconsin Library Heritage Center.** A program of the WLA Foundation that is designed to promote the understanding of the history of libraries and librarianship in Wisconsin.

**WLS Winnefox Library System.** A Wisconsin library system headquartered in Oshkosh.

**WLTA Wisconsin Library Trustee Association.** A former division of WLA which joined forces with WLA's Friends group to become a new division known as Wisconsin Library Trustees and Friends (WLTF).

**WLTF Wisconsin Library Trustees and Friends.** A division of WLA.

**WordPress.** A powerful, open-source, easy to use blogging software and content management system.

**WorldCat.** The OCLC online union catalog which contains the bibliographic records cataloged by OCLC member libraries. It is the most comprehensive database of library materials in the world. See also BadgerCat.

**WorldCat Cataloging Partners.** WorldCat Cataloging Partners is a collaborative effort with materials vendors to reduce the cost of cataloging for libraries. WorldCat Cataloging Partners, delivers OCLC MARC records that match the materials ordered through participating vendor partners and sets your library's holdings automatically in WorldCat.

**WPLC Wisconsin Public Library Consortium.** A member-driven consortium which meets quarterly to provide funding and assistance for the digital library (OverDrive) and demonstration projects relevant to the Wisconsin public library community. Current WPLC Board consists of one voting representative from each of the Partners (public library systems).

**WRLBPH Wisconsin Regional Library for the Blind and Physically Handicapped.**

**WRLS Winding Rivers Library System.** A Wisconsin library system headquartered in La Crosse.

**WTBBL Wisconsin Talking Book and Braille Library.**

**WVLS Wisconsin Valley Library Service.** A Wisconsin library system headquartered in Wausau.

**WWLW Wisconsin Women Library Workers.**

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**WWW World Wide Web.** A part of the Internet in which information of any nature, without standardization or verification, may be presented based on a technology called hypertext. WWW enables a user to use a browser such as Netscape or Internet Explorer to navigate among hyperlinked documents to find information (text, graphics, audio and video.)

**XHTML. Extensible HyperText Markup Language.**

**XML Extensible Markup Language.** Unlike HTML where authors must use certain tags that make text bold, create clickable links, etc., with XML, authors make up their own tags, making it easier to share and search resources that are in different formats.

**YA Young Adult.**

**YALSA Young Adult Library Services Association.** A division of ALA.

**YouTube.** A popular video-sharing Web site.

**YSS Youth Services Section.** A division of WLA.

**Z39.50.** An ANSI standard for telecommunications and bibliographic information retrieval, defines a standard way for computers to communicate and share information without knowing the search syntax used by the other computer.

**Zinio.** Recorded Books digital full text magazine product.

## Definitions for Organizational Models for Public Libraries and Public Library Systems

### Public Library

A library is established by a municipality or county according to the provisions of Wisconsin Statutes, Chapter 43, and governed by a library board appointed (largely) by the municipality or county that established the library. The municipality or county that established the library also generally provides most of the funding to operate the library. A public library is open to serve the public at least twenty hours per week year 'round and has a paid staff and a certified director who works in the library at least ten hours per week.

### Municipal Library (Wisconsin Statute 43.52)

Most library services are provided by municipal libraries, which are governed by local library boards and receive funding from municipal governments. Local services may also be provided through contracts between municipal libraries and other library organizations. Where there are no municipal libraries, county governments provide library services or contract for such services.

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## **Consolidated County Library** (Wisconsin Statute 43.57)

A consolidated county library may be established by a county board which assumes some or all existing municipal or joint public libraries within the county by consent of the parent organizations of those libraries. In most cases, countywide library services is provided on a consolidated basis, where each library in the county is a branch of a main county library; however, in some counties with consolidated county libraries, each municipality with a branch library owns and is responsible for maintenance and repair of the library building (i.e., Door County). Consolidated county libraries have one countywide library board, which governs all libraries. There are currently seven consolidated county libraries, one of which is the Marathon County Public Library.

NOTE: The use of the terminology “consolidated county library” in the Wisconsin Statutes is misleading. On the face of it, this terminology implies that all public library services and facilities within a single county are consolidated under one governing body. This is not the case in Wisconsin. Cities and villages within a county with a consolidated county library can still establish and operate an independent municipal library and exempt themselves from the county library levy if they tax themselves for library service at a rate higher than the county library levy, as provided under Section 43.64(2).

## **Branch / Satellite Library**

A branch or satellite library is an auxiliary unit that has at least all of the following:

- Separate quarters
- An organized collection of library materials, including a core collection of materials on site at all times
- Paid staff, including a certified ‘director’ who works in the library at least ten hours per week.
- Regular scheduled hours for being open to the public (at least 20 hours per week year ‘round)

## **Service Outlet**

A service outlet is a location to which library materials are distributed for lending but at which there is no permanent collection or library staff. Examples of outlets may include, but are not limited to, collections in nursing homes, jails, grocery stores, etc.

## **Joint Public Library** (Wisconsin Stat. 43.53)

A joint public library is a library established by two or more municipalities, or a county and one or more municipalities. A joint public library is governed by a library board appointed (largely) by the government jurisdictions that established the library. These jurisdictions also generally provide most of the funding to operate the library. A joint public library is open to serve the public at least twenty hours per week year ‘round and has a paid staff and a certified director who works in the library at least ten hours per week. Examples: Antigo Public Library is a joint library, operated by the county and the municipality; Rhinelander District Library is a joint library, operated by two or more municipalities. If the territory of a joint library lies in 2 or more counties that are not in the same public library system, the joint library board or, if no such board exists, the governing bodies of the municipalities and counties that created the joint library shall determine the system in which the joint library will participate.

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### **District Public Library**

A district public library is established by referendum of the electors residing within the library district area, and governed by a library board elected by the residents of the library district area (which may or may not correspond with the boundaries of one or more municipalities). A library district is typically funded by a property tax levied on property owners within the library district area, at a tax rate usually established by referendum of the electors residing within the district area. District public libraries are open to serve the public at least twenty hours per week year 'round and have a paid staff and a certified director who works in the library at least ten hours per week. Wisconsin law does not yet recognize district public libraries.

### **County Library Service** (Wisconsin Stat. 43.57(3))

A county may provide library service(s) under contract or participate in county library planning. For example, a county government may: contract for access to public libraries by residents who live outside the primary service jurisdiction of a public library; operate one or more fixed library facilities, but is more likely to operate a bookmobile or books-by-mail program that supplements the service provided by independent municipal and/or joint public libraries within the county; provide support services to the public libraries in the county, such as a centralized processing service, shared computer system or interlibrary loan clearinghouse; and/or conduct county library planning and determine the allocation of county library funding to municipal and/or joint public libraries serving county residents. In this later example, these organizations have no paid staff and exist only boards appointed by the county. Essentially, they are library boards without a library. The Dane County Library Service is an example of this method.

### **Resource Library** (Wisconsin Stat. 43.16)

Each public library system must have at least one system resource library. To enhance the research and reference capacity of member libraries, each public library system must contract with the member library with the largest annual operating budget to serve as the system resource library. The resource library must have a collection of at least 100,000 volumes, be open to the public at least 50 hours each week, and employ at least one permanent reference librarian with a master's degree in library science. If no library in the system meets these requirements systems must enter into a supplementary contract with an academic library in the system or a resource library in an adjacent system.

### **Public Library System** (Wisconsin Stat. 43.17)

Wisconsin's public library systems were created by the legislature in 1971 to improve and extend public library services, promote resource sharing among libraries, and increase access to library materials and services by the state's residents. Serving a specific geographic region, each system provides special services and programs not offered by municipal and county libraries. Public library systems receive state aids for coordination and supplementation of services beyond what could be provided by local and county funds. Public library systems do not oversee the administration of local libraries, which remain autonomous in regard to local services and operations. Although not required to do so, all local units of government that provide library services participate in a public library system.

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## **Single-County Public Library System**

A single-county public library system is considered a county agency and may be consolidated or federated.

A **Single-County Consolidated Public Library System** may be established by a county board according to the provisions of Wis. Stat. 43.21. A consolidated single-county public library system has a seven- or nine-member board appointed by the county board.

A **Single-County Federated Public Library System** may be established by a county board according to the provisions of Wis. Stat. 43.19. A federated single-county public library system has a 7-member governing board, three of which, at the time of their appointment, shall be active voting members of library boards of participating municipalities. Members are nominated by the county executive (or by the county chairperson in a county without a county executive) and approved by the county board. A federated public library system located within a single county with a population of 500,000 or more constitutes a separate legal entity solely for the purposes of having custody and control of all system funds, making contracts, and providing employee benefits. No more than one system may be established within a single county. If the territory of a municipality lies in 2 or more counties which are not in the same public library system, the municipal library board or, if no such board exists, the municipal governing body shall determine the system in which the municipality will participate.

## **Multi-County Public Library System or Federated Public Library System**

Multi-county systems must be federated systems, since their membership includes multiple independent libraries that are not branches of a centralized library. A multi-county system is considered a joint agency of all participating counties but constitutes a separate legal entity for purposes of having exclusive custody and control of all system funds, holding title to and disposing of property, constructing, enlarging and improving buildings, making contracts, and suing and being sued. In multi-county federated systems, governing boards have 15 to 20 members. The members are nominated by the county executive in each county in the system (or by the county board chairperson in each county without a county executive) and approved by each county board in the system. Members are appointed in proportion to population distribution with at least one system board member from each county.

**All 17 public library systems in Wisconsin are federated public library systems.**

**Public Library Districts.** In very basic terms a public library district is defined as an independent taxing authority that is authorized by state law to establish and operate a public library. A public library district could include one or more contiguous municipalities or one or more contiguous counties. According to statistics collected by the Institute for Museum and Library Services, nearly 15% of U.S. public libraries are organized as districts. Similar to the four current methods of public library governance in Wisconsin, the formation of a public library district is a matter of local choice. The four current methods are **Municipal Libraries, Joint Libraries, Consolidated County Libraries** and **County Library Services** listed above.