

REPORT ON WEBINAR

TOPIC OF THE SESSION: SCHOOL LIBRARY-DIGESTING LIBRARY TERMS

RESOURCE PERSON: Ms. SOMDUTTA DHAR

DATE: 14th APRIL 2021

TIME: 12:00 p.m. to 01:00 p.m

INTRODUCTION:

Digesting Library Terms basically focuses on list of terms/words associated with Library and Information Science, Libraries and Library research. It helps refresh our faded memories and maintain uniformity. It encourages using standard, simple language across the globe. Since these specialized terms have been accepted universally, it helps save time, are easier to read, write and understand.

POINTS DISCUSSED IN WEBINAR:

- Library is a place that has many books to borrow, read and then return.
- To take a book from the library for a short time and then return it.
- To borrow a book from the library by using library card.
- To bring a book back to the library.
- Coming back later than expected; not on time.
- Money that is paid for a lost or damaged library book.
- Place in the library where books are borrowed and returned.
- The place where books live in the library.
- A tool to help you remember where the book belongs on the shelf.
- Metal stand that keeps books from falling over on the shelf.

LIBRARY TERMINOLOGY (BOOK GENRES):

- Poetry
- Drama
- Fiction
- Non-Fiction

REFERENCE BOOK INCLUDING:

- ENCYCLOPAEDIA
- DICTIONARY
- THESAURUS
- HANDBOOK
- YEARBOOK
- BIOGRAPHY
- AUTOBIOGRAPHY
- YEAR BOOK

DEPARTMENTS OF LIBRARY:

- Circulation Desk-
 - Check in
 - Check out
 - Recall
 - Reserve
 - User ID
 - Barcode
 - Overdue

➤ Fine

PART OF BOOKS-

- **TITLE/TITLE PAGE-** The distinguishing name of a book, book chapter, essay, story, play, poem, picture, statue, piece of music, film etc.
- **AUTHOR-** The person(s) or corporate body (including organizations, institution, conferences, etc.) responsible for the writing or compilation of an article, book or other publication.
- **PREFACE-** An introduction at the beginning of a book explaining its purpose, thanking people who helped the author etc.
- **GLOSSARY-** An alphabetical list of terms specialized to a field of knowledge with definitions or explanations.
- **INDEX/CONTENT-** A list of names or topics-usually found at the end of a publication-that directs to the pages where those names or topics are discussed within the publication.
- **PROLOGUE-** Is an opening to a story that establishes the context and gives background details, often some earlier story that tie into the main one, and other miscellaneous information.
- **EPILOGUE-** A section or speech at the end of a book or play that serves as comment on or a conclusion to what has happened.
- **BIBLIOGRAPHY-** A list of documents relating to a specific subject or person. A list of references used while doing research for an article or book. These are gathered together at the end of the work, usually arranged alphabetically by the author's last name.

- **COPYRIGHT-** The legal right granted to an author, editor, composer, play writer, publisher or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic or artistic work. This legal right will limit what can be copied or quoted from any published work.

LIBRARY TERMINOLOGY FOR TRADITIONAL LIBRARY MATERIALS-

- **Book Pocket**
- **Book Card**
- **Library Stamp**
- **Catalogue Card**
- **Due Date**
- **Call Number**
- **The Spine**
- **Wedding**
- **Anthology**
- **Rare books**
- **Acquisitions**
- **Archives**
- **Book drop**
- **Abstract**
- **Stock verification**
- **Circulation**
- **Charging tray**
- **Carrel**
- **Inter library loan**
- **Loan period**

LIBRARY AUTOMATION INCLUDES

- OPAC
- METADATA
- MICROFICHE
- MONOGRAPH
- PDF
- BOOLEAN SEARCH
- WWW
- MICROFILM
- MICROFORM
- DATABASE

Workshop on “SCHOOL LIBRARY-DIGESTING LIBRARY TERMS” was indeed very informative and innovative and will surely help me a lot in my working also.

I have learnt a lot many innovative things to improve myself through the session.

I am very grateful to you sir for providing me this opportunity.

Thank you so much sir.

Regards

Roop Jeet Kaur

14.04.2021

Evidence of workshop:



