Access PA SHAREit Cat Admin: Glossary of Terms

Term	Definition
ACDs	Adds, Changes or Deletes made to copy records (holdings) in the Access PA Catalog. A participating library has a variety of methods available to update its holdings.
Adds	Items (copy records or holdings) for newly acquired items that need to be entered into the Access PA Catalog.
A-G Control Number	The unique control number assigned by A-G (Auto-Graphics) as a record is ingested into the SHAREit system. This stays with the record and is indexed and searchable.
Automatic Adds Vendors	Approved vendors that provide MARC records to Access PA for newly acquired materials.
Bibliographic Citation	The information needed for someone to find an item. For example, the bibliographic citation for a book would contain the Title, Author or Editor, Edition, Place of Publication, Publisher and Year of Publication. The bibliographic citation for an article would contain the Title of the Article, Author of the Article, Title of the Periodical, Volume Number, Issue Number (or sometimes the month and date), Year of Publication, and the Page Numbers. Also referred to as a bibliographic entry, reference or record.
Bibliographic Record	The collection of information about an item recorded in a standard format and held in a database. In the past, these records were typed onto cards and filed in the card catalog. Today, they are computer records stored in the online catalog.
Borrower	A library that borrows items via interlibrary loan.
Call Number	Letters, numbers, and symbols (used separately or in combination) assigned to an item to show its location in the library shelving system. Call numbers are derived from the classification system used by the particular library.
Changes	Modifications made to the collection code, call number, or cutter for copy records (holdings) of bibliographic records in the Access PA Catalog.
Deletes	Items (copy records or holdings) the library wants to remove from the Access PA Catalog because the item has been removed from the library's collection.

Term	Definition
FTP	File Transfer Protocol: A network protocol used to transfer data from one computer to another through a network, such as over the Internet. FTP is a commonly used protocol for exchanging files over any TCP/IP based network to manipulate files on another computer on that network regardless of which operating systems are involved (if the computers permit FTP access). There are many existing FTP client and server programs.
Full File Replacement	Method of updating available to all libraries participating in Access PA.
GMD	General Material Designation: The format of an item found in square brackets in MARC field 245 (title), subfield h, e.g. 24504**a** The dark crystal **h** [videorecording] /. If you type videorecording in the search box and select GMD as your search index, you should get all the records with a 245 $h of [videorecording].
Identifier Standard	A standard used to identify an item other than ISBN, ISSN, or Publisher Number. For example, UPC. In MARC 024 first indicator.
ILL	Interlibrary Loan: The process of sharing materials between libraries.
ILL Code of Pennsylvania	The *Pennsylvania Interlibrary Loan Guidelines* and *Pennsylvania Interlibrary Load Procedures Manual* used to guide procedures, protocols, and policies for the ILL component of the Access PA Catalog.
ISBN	International Standard Book Number: A unique 10 or 13-digit code assigned to a specific edition of a book before it is published.
ISO ILL Protocols	The communication of the various stages of a request, or the status, is based on ISO protocols. The ISO 10161 protocol is an International Standard for ILL that defines the communication protocols for ILL and ensures that ILL information may be communicated across different ILL systems even if they use different hardware and software.
ISSN	International Standard Serial Number: A unique 8-digit code assigned to the specific title of a serial.
Keyword Searching	Searching which uses a few key, or important, words to retrieve books or articles on a specific topic or associated with those words in some way. The keywords could be used to search from the text of the document (if it is a full-text database), or some named Field (author, title, etc.) depending on the Database being used and the searcher's intent.
Lender	A library that lends item via interlibrary loan.
Lending string	A list of libraries that are potential lenders for an interlibrary loan request. When a request is submitted it is delivered to first library on the list. If that library cannot supply the item, the request automatically moves to the next library on the list until a responding library indicates that they will loan the item.

Term	Definition
Library of Congress Subject Headings	A set list of subject terms for items in libraries created by the Library of Congress.
MARC Record	Machine Readable Cataloging record or bibliographic record formatted to be computer-readable.
NCIP	NISO Circulation Interchange Protocol is a North American standard with implementations in the US, Canada, and many other countries around the world. NCIP services facilitate the automation of tasks, the exchange of data, the ability to provide information to library staff, and the empowerment of patrons. Each service is comprised of a request from an initiating application and a reply from a responding application. It is possible for a single software application to play both the initiation and responding roles, but typically there are at least two applications involved.
PDF	Portable Document File: The most common way full-text articles are provided. You must have Adobe Acrobat Reader installed on your computer to view PDFs.
Publisher Number	Formatted number (MARC tag 028) used for music-related materials such as videorecordings, printed music, sound recordings.
RDA	Resource Description and Access: The new cataloging standard that will replace AACR2.
Regional Groups	An Access PA regional group is a partnership of two or more different types of libraries (i.e. public, school, academic, or special) in a particular geographic region joined together to participate in activities such as facilitating resource sharing, exchanging communications, developing collaborative collection procedures, and exchanging information. There are currently 33 Access PA regional groups across the Commonwealth. Regional Groups MUST hold at least one meeting per year.
Subject Heading	The word or phrase used to describe the content of a work. Also known as Descriptors. An alphabetical list of all the subject headings in a particular collection or Database with a description of the location of the work (page number, call number, citation, etc.), is the subject Index for that collection or database.
SuDocs	Superintendent of Documents classification system: A method of arranging U.S. government documents by agency. It was developed in the Library of the Government Printing Office.
Web OPAC	A web-based Online Public Access Catalog or bibliographic union catalog and resource sharing guide.
Z39.50	A computer protocol that can be implemented on any platform and defines a standard way for two computers to communicate for the purpose of information retrieval.