



GENERAL LIBRARY INFORMATION

LIBRARY WEBSITE

We invite you to visit the Mountain View College Library home page at <http://www.mvc.dcccd.edu/1Library.htm> where you will find links to the Library Catalog, Online Databases, Internet Search Tools, Guide to MLA Format, and other valuable library resources.

ASSISTANCE

The Mountain View College Library staff welcomes your questions. We are here to assist you in using library materials and facilities. For assistance with circulation and overdue books call (214) 860-8669. For telephone reference assistance call (214) 860-8527.

LIBRARY HOURS

Monday—Thursday	8:00 a.m. — 9:00 p.m.		Saturday	8:30 a.m. — 1:30 p.m.
Friday	8:00 a.m. — 4:30 p.m.		Sunday	Closed

[Hours may vary during the summer, between semesters, and on holidays. Hours will be posted in the library and on a link from the Mountain View College Library home page].

BORROWING

You must present your DCCCD ID card or driver's license to check out library materials. If you lose your ID card notify the circulation staff immediately. You may purchase a replacement card at the Registrar's Office for \$10.00.

- ☞ Books may be checked out for **three weeks** and renewed for an additional three weeks. You are limited to **ten books**. If the book you need is already checked out, you may place a “hold” on it by submitting a **hold request** from the online DCCCD Library Catalog. Ask a reference librarian for assistance. You will be notified when the book becomes available.
- ☞ Certain telecourse videos may be checked out for **three days** only. You may also view telecourse videos in the library. Videos obtained from the media department may be viewed in the library, but cannot be checked out.?
- ☞ You are personally responsible for the safety, proper use and return of all library materials charged on your card. The Mountain View College Library does not charge fines for overdue books but **failure to return library materials** will result in a “block” being placed on your record. If you are “blocked” you cannot check out additional books, order a transcript, or register for additional courses. You must pay for the replacement cost of lost or damaged materials plus a \$10.00 processing fee.
- ☞ Reference books, periodicals, and college catalogs are for library use only and may not be checked out.
- ☞ Reserve materials are placed at the Reserve Desk by instructors for student use. These materials are usually restricted to library use for two hours. An instructor may, however, direct that materials

circulate for a different period. You will be asked to exchange your student ID for reserved material.

- ☞ You may borrow books from the other DCCCD campus libraries in person by presenting your ID card. You may also request that books be sent from another campus to Mountain View for your use. You can submit an *inter-campus loan* (ICL) request online from the DCCCD Library Catalog. Ask a reference librarian for assistance.
- ☞ You also may borrow books from other libraries outside the DCCCD. You can submit an *inter-library loan* (ILL) request online from the DCCCD Library Catalog. Ask a reference librarian for assistance.
- ☞ You may apply for a free *TexShare card* at the Circulation Desk. This card allows you to use materials at Collin County Community College Library, UTD Library, SMU Library, UTA Library, UNT Library, TWU Library and the UT Southwestern Medical Center Library. Some TexShare libraries allow check out privileges, others allow access only. You will receive a guide explaining your privileges. Addresses and telephone numbers of area libraries are given on pages 126-27 of this *Handbook*.

REFERENCE ASSISTANCE

Reference librarians can assist you with research assignments, answer reference questions, and teach you how to use library materials. They can also answer questions about how to document your sources using the MLA format.

PHOTOCOPIES

Photocopies can be made for 10¢ a page. The photocopiers accept nickels, dimes, quarters, and dollar bills. *The library staff cannot make change.*

Copies of articles on microfilm can be made for 10¢ a page. The microfilm reader/printers accept *dimes* only.

If you lose money in one of the copiers due to equipment malfunction, please inform a librarian.

COPYING FROM ELECTRONIC SOURCES AND THE INTERNET

You can copy files (download) from our electronic sources and from the Internet. Bring a virus-free, DOS-formatted diskette to the library. We will give you instructions on how to copy electronic files.

E-MAIL POLICY

E-mail is not permitted on library computers. E-mail service is available at the following labs: W58 (Developmental Reading Lab), W139 (Learning Skill Center – Open Lab), W136 (Student Programs & Resources), W281 (English Lab – Classroom Lab), and W40 (Classroom Lab).

STUDY ROOMS

One group study room (W163G) is available for groups of two or more who need to confer on group projects, and two individual study rooms (W163H and W163I) are available for private study. The group study room is equipped with a TV/VCR for group viewing. These rooms are available on a first come, first serve basis. Please ask for rooms to be unlocked at the Circulation Desk, and make sure the rooms are locked before leaving.



USER RESPONSIBILITIES AND BEHAVIOR GUIDELINES

In order to maintain a quiet learning environment, any behavior in the library that is abusive or disruptive will not be tolerated. The library adheres to the Code of Student Conduct (Mountain View College Catalog 2000-2001 pp. 49-55).

While in the Mountain View College Library please observe the following guidelines:

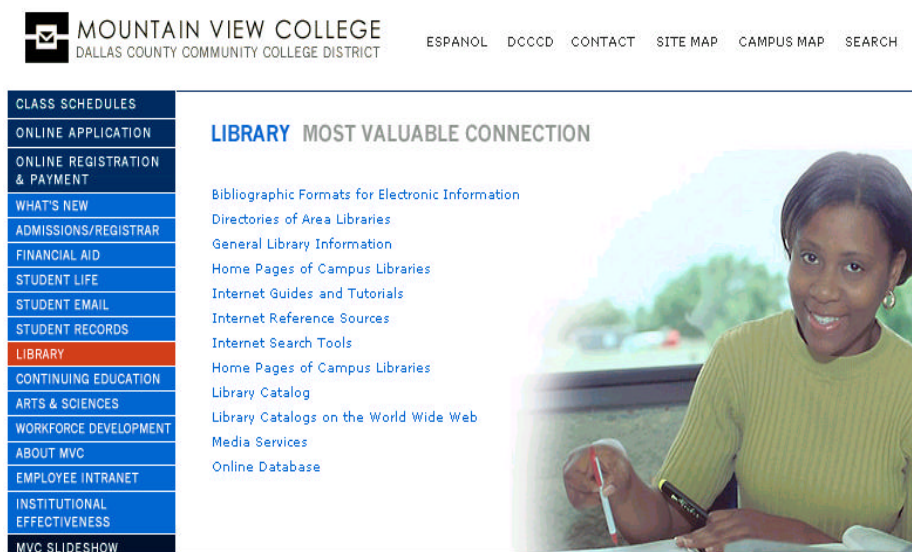
- Keep noise to a minimum.
- Mute all electronic devices (including telephones and beepers).
- Converse quietly.
- **Do not bring food or drink into the library.** Water bottles are allowed for your convenience.
- Use of tobacco products is permitted outdoors only.
- Disciplinary action, including payment for replacement, will be taken for any damage to library materials or property.
- Verbal or physical abuse of staff or patrons will not be tolerated.
- All weapons are prohibited on campus.
- Children under the age of 13 must be accompanied by and supervised by an adult.
- Bikes, roller blades, and skateboards must remain outdoors.
- Please make any calls from the public pay telephones in the west elevator foyer.
- Solicitation is not allowed.
- Please avoid theft of personal belongings by not leaving them unattended.
- No overt or explicit physical sexual behavior will be allowed.
- Only animals trained to assist the disabled are permitted in the library.

☞ *Specific guidelines and rules apply to the use of Mountain View's computer equipment and the Internet. Copies of these rules are posted in the library.*

☞ *Please remember that many of the library materials you use are irreplaceable. Please treat them carefully so they will be available for future students.*

Mountain View College Library Website

<http://www.mvc.dcccd.edu/1Library.htm>
<http://www.mvc.dcccd.edu/Library/library.htm>



MOUNTAIN VIEW COLLEGE
DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

ESPAÑOL DCCCD CONTACT SITE MAP CAMPUS MAP SEARCH

LIBRARY MOST VALUABLE CONNECTION

- Bibliographic Formats for Electronic Information
- Directories of Area Libraries
- General Library Information
- Home Pages of Campus Libraries
- Internet Guides and Tutorials
- Internet Reference Sources
- Internet Search Tools
- Home Pages of Campus Libraries
- Library Catalog
- Library Catalogs on the World Wide Web
- Media Services
- Online Database

Library Website Content

Dallas Telecollege: Library tutorials, frequently asked questions, and much more
General Library Information: Hours/phone numbers, mission statement, services, etc.
Guide to Bibliographic Formats: MLA (suggested), APA, and Chicago Manual of Style
Home Pages of DCCCD Libraries: Hours/location, address/phone, map, and homepage link
Internet Guides and Tutorials: Subject index to high quality Internet sources
Internet Search Tools: Categorized list of search tools by name, type, and help
Library Catalog: Online catalog, course reserves, featured lists, and more
Library Catalogs on the World Wide Web: Online catalogs of local and worldwide libraries
Library Handbook: Library policies, procedures, services and research guide
Media Services: MVC's media department homepage
Online Databases: Access to DCCCD's online databases by subject, topic, and type of material
Periodical List: Alphabetical listing of the magazines and journals MVC subscribes to



LIBRARY SERVICES AND LOCATIONS

A	FIRST LEVEL	SECOND LEVEL
Atlases	Reference	
Almanacs	Reference	
B	FIRST LEVEL	SECOND LEVEL
Best Sellers	McNaughton Books	
Bibliographic Citations/MLA Assistance	Reference Desk	
Block Status and Removal	Circulation Desk	
Book Checkout, Renewal, Overdues	Circulation Desk	
Book Orders	Reference Desk	
Book Returns	Circulation Desk	
Books in Print	Online Computers	
C	FIRST LEVEL	SECOND LEVEL
Calculators	Circulation Desk	
Cassette Tape Duplicator	W163F	
Cassette Tape Players	Media Department	
Catalog of Library Materials	Online Computers	Text Computers
Checkout of Library Materials	Circulation Desk	
Circulating Books (Main Collection)	A-N	N-Z
Citing Sources/Guide	Reference/Main (LB); Library Website	
Collection Development	Reference Desk	
College Catalogs/Texas/Electronic	Online Computers	
Copy Machines	W163F	
D	FIRST LEVEL	SECOND LEVEL
Dictionaries	Reference	Main (PE)
E	FIRST LEVEL	SECOND LEVEL
Electronic Databases	Online Computers	
Elevator	East Wall (Near A's & B's)	East Wall (Near Ps & Qs)
Encyclopedias/General	Reference	
Encyclopedias/General (Electronic)	Online Computers	
Encyclopedias/Subject	Reference	

F	FIRST LEVEL	SECOND LEVEL
Financial Aid Books	Reference	
G	FIRST LEVEL	SECOND LEVEL
Gifts and Donations	Reference Desk	
Group Study Room	W163G	
H	FIRST LEVEL	SECOND LEVEL
Holding Books	Circulation Desk	
I	FIRST LEVEL	SECOND LEVEL
Indexes	Reference	
Indexes (Electronic)	Online Computers	
Individual Study Rooms	W163H; W163I	
Inter-Campus Loans (ICL)/Order	Online Computers	
Inter-Campus Loans (ICL)/Pickup	Circulation Desk	
Inter-Library Loan (ILL)/Order	Online Computers	
Inter-Library Loan (ILL)/Pickup	Circulation Desk	
Internet Access	Online Computers	
Internet Questions	Reference Desk	
L	FIRST LEVEL	SECOND LEVEL
Librarians	Reference Desk	
Library Administration		W163H; W163I
Library Catalog/Online	Online Computers	Text Computers
Library Instruction Information	Reference Desk	
Library of Congress Subject Headings	Reference	
Lost and Found	Circulation Desk	
M	FIRST LEVEL	SECOND LEVEL
Main Collection (Circulating Books)	A-N	N-Z
Maps	Reference	
McNaughton Books	Beneath Stairs	
Media Department	Behind Circulation	
Microfilm	Ask at Reference Desk	
Microfilm Readers/Printers	W163F	
MLA Format Guide	Reference/Main (LB); Library Website	
N	FIRST LEVEL	SECOND LEVEL
Newspapers/Back Issues	Periodicals/Stacks	
Newspapers/Current	Beneath Stairs	
Newspapers/Electronic	Online Computers	
O	FIRST LEVEL	SECOND LEVEL
Online Databases	Online Computers	
Online Library Catalog	Online Computers	Text Computers
Overdue Materials	Circulation Desk	
P	FIRST LEVEL	SECOND LEVEL
Periodicals/Back Issues	Periodicals/Stacks	
Periodicals/Current	Periodicals/Display & Stacks	
Photocopy Machines	W163F	

R	FIRST LEVEL	SECOND LEVEL
<i>Reader's Guide to Periodical Literature</i>	Reference	
Reference Assistance	Reference Desk	
Reference Books	Reference	
Renewal of Materials	Circulation Desk	
Research Paper Assistance	Reference Desk	
Reserve Materials	Circulation Desk	
S	FIRST LEVEL	SECOND LEVEL
Scholarship Books	Reference	
<i>SIRS</i> /Electronic	Online Computers	
Sound Recordings	Media Department	
Standardized Test Study Guides	Main (LB)	
Study Carrels	Dispersed	Dispersed
Study Rooms	W163G; W163H; W163I	
Style Manuals (MLA)	Reference/Main (LB); Library Website	
T	FIRST LEVEL	SECOND LEVEL
Tape/Cassette Players	Media Department	
Tape/Cassette Duplicators	W163F	
Telephone Directories	Circulation Desk/Reference	
Telephone Directories/Electronic	Online Computers	
Texas College Catalogs/Electronic	Online Computers	
TexShare Cards	Circulation Desk	
Topic Selection List	Reference Desk	
V	FIRST LEVEL	SECOND LEVEL
Videos	Media Department	
TV/VCRs/Individual w/Headphones	Front Area Carrels	
TV/VCR/Group Access	W163G	
W	FIRST LEVEL	SECOND LEVEL
Web Access	Online Computers	



PATHS TO INFORMATION LITERACY AT MOUNTAIN VIEW: Ways Students Can Learn to Use the College Library

Choose The Paths That Fit Your Needs:

- **College Library Research Methods and Materials** is a basic research instruction class that will be offered online each fall and spring semester at Mountain View. Check the *Mountain View Schedule of Classes* (LIBR 1370) and flyers in the library for exact times and dates.

- The *Library College Handbook* on disk can be purchased for a minimal cost at the library reference desk. The *Handbook* has numerous MLA examples, guides to doing research, special reference sources available in our library, a library floor plan, and much, much more. A *must purchase* for all students!

- An excellent online library tutorial can be accessed through the Library's web page.

- Instructors may schedule their classes for a library orientation/tour of the library's resources.

- Ask a reference librarian for assistance any time you have a question about the library.

- Guides to research in individual topics and how to use individual databases are available at the Reference Desk and via Mountain View Library's website. Ask for guides to: Topic Ideas, Bibliography Lists; Citing Electronic Sources in MLA Format, and many others.



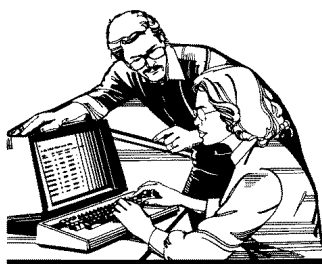
BASIC LIBRARY SKILLS

YOU NEED TO KNOW THESE THINGS

- The purpose of **reference librarians**.
- **Physical arrangement** of materials and services.
- The basic **types of information sources**.
- How to use the **library catalog** and interpret information on a “catalog card.”
- How to distinguish between **citations** and **full text sources**, between books and periodicals, and between print sources and electronic sources.
- How to interpret **periodical holdings** information in the library catalog and in printed lists.
- How to correctly understand **call numbers** and shelving order.
- How to operate **library equipment**.
- How to keyboard, use the mouse, and negotiate the basics of the **Windows** operating system and web browsers.
- How to **think** in categories and use such aids as cross-references and *Library of Congress Subject Headings*.
- The basic characteristics of a **search engine**.
- Meaning of information in popular print and computer **indexes** and **full text sources**.
- The “**Save As**” command.
- How to use the **Boolean** operators “and,” “or,” and “not.”
- How to access the aids for **documenting sources** using the MLA and other formats.

SO YOU CAN DO THESE THINGS

- Ask for help when you need to, rather than trying to figure everything out by yourself.
- Take advantage of available resources and develop a reasonable level of self-reliance.
- Do research in a systematic way.
- Locate books by author, title, subject, keyword, and call number at Mountain View and other DCCCD campuses.
- Determine whether to use the book searching procedure, the print periodical searching procedure, or the full text searching procedure.
- Determine which periodicals are in this library and which can be located in nearby libraries.
- Retrieve circulating books and reference materials from library shelves.
- Read and copy materials available in microform and hardcopy formats.
- Use the online library catalog, subscription databases, and the Internet.
- Choose valid subject headings, which are appropriate to the desired topic.
- Search the Internet and subscription databases effectively.
- Locate periodical and newspaper articles available locally and through Inter-Library loan services.
- Download material from electronic sources in the library.
- Search electronic databases for information in a systematic manner.
- Give credit for information sources used in papers and speeches.



GLOSSARY OF RESEARCH TERMS

Abstract — brief summary of a book or article.

Accession Number — a unique combination of letters and numbers assigned to each record in a database.

ADN (Advanced Digital Network) — usually refers to a 56Kbps leased-line.

Alumni Card — available at the Alumni Office. If you have ever taken a class at Mountain View you are eligible to get an alumni card. The fee is \$5 and the card is good for one year. This card will allow you to check out books from Mountain View College Library.

Annotated Bibliography — a bibliography in which each citation is followed by an annotation containing a brief descriptive and/or evaluative summary, synopsis, or abstract. An example of an annotated bibliography is on pages 86-87 of this *Handbook*.

Anthology — a collection of similar pieces or works, such as short stories, plays, poems, essays, etc. For example: fifty plays written by African-American women.

APA Style — American Psychological Association approved writing style for research papers. The style manual of the APA is available at the Reference Desk.

Applet — a small Java program that can be embedded in an HTML page. Applets differ from full-fledged Java applications in that they are not allowed to access certain resources on the local computer, such as files and serial devices (modems, printers, etc.), and are prohibited from communicating with most other computers across a network. The current rule is that an applet can only make an Internet connection to the computer from which the applet was sent. *See also*: HTML, JAVA

ARPANet (Advanced Research Projects Agency Network) — the precursor to the Internet. Developed in the late 60's and early 70's by the US Department of Defense as an experiment in wide-area networking that would survive a nuclear war. *See also*: INTERNET

ASCII (American Standard Code for Information Interchange) — this is the de facto worldwide standard for the code numbers used by computers to represent all the upper and lower-case Latin letters, numbers, punctuation, etc. There are 128 standard ASCII codes each of which can be represented by a 7 digit binary number: 0000000 through 1111111.

Autobiography — an account of a person's life written by that person.

Back /Forward — buttons in the Netscape Navigator Toolbar, upper left. Back returns you to the document previously viewed, forward goes to the next document, after you go back.

Backbone — a high-speed line or series of connections that forms a major pathway within a network. The term is relative as a backbone in a small network will likely be much smaller than many non-backbone lines in a large network. *See also*: NETWORK

Bandwidth — how much data you can send through a connection. Usually measured in bits-per-second. A full page of English text is about 16,000 bits. A fast modem can move about 15,000 bits in one second.

Full-motion full-screen video would require roughly 10,000,000 bits-per-second, depending on compression. *See also*: BPS, BIT, T-1

Baud — in common usage the baud rate of a modem is how many bits it can send or receive per second. Technically, baud is the number of times per second that the carrier signal shifts value - for example a 1200 bit-per-second modem actually runs at 300 baud, but it moves 4 bits per baud (4 x 300 = 1200 bits per second). *See also*: BIT, MODEM

BBS (Bulletin Board System) — a computerized meeting and announcement system that allows people to carry on discussions, upload and download files, and make announcements without the people being connected to the computer at the same time. There are many thousands (millions?) of BBS's around the world, most are very small, running on a single IBM clone PC with 1 or 2 phone lines. Some are very large and the line between a BBS and a system like CompuServe gets crossed at some point, but it is not clearly drawn.

Bestsellers — *see* MCNAUGHTON BOOKS.

Bibliographic Record — a description of an item in the library that includes author, title, imprint, subject headings, and a physical description. The OPAC includes a bibliographic record of each book and media item in the DCCCD. *See also* RECORD.

Bibliography — a listing of citations to books, articles, and other materials that are related to a topic. Bibliographies are frequently found at the end of encyclopedia articles, at the end of journal articles, and at the end of books. Bibliographies are useful because they lead you to additional materials on your topic.

Biography — an account of a person's life written by someone else.

Bit (Binary Digit) — a single digit number in base-2, in other words, either a 1 or a zero. The smallest unit of computerized data. *Bandwidth* is usually measured in bits-per-second. *See also*: BANDWIDTH, BPS, BYTE, KILOBYTE, MEGABYTE

BITNET (Because It's Time NETWORK or Because It's There NETWORK) — a network of educational sites separate from the Internet, but e-mail is freely exchanged between BITNET and the Internet. Listservs®, the most popular form of e-mail discussion groups, originated on BITNET. BITNET machines are usually mainframes running the VMS operating system, and the network is probably the only international network that is shrinking.

Bookmarks (also called *hotlist* or *favorites*) — a list of Web addresses (URLs) that are frequently used. To view a bookmarked site, click on "Bookmarks," then select the site from the list.

Boolean — a query strategy for searching electronic databases. Boolean searches allow you to combine two or more search terms using the operators "and," "or," "not," and sometimes "near." **Boolean operators** allow you to expand or restrict your search by specifying the relationship of terms being searched. Parentheses may be used to sequence operations and group words. *See* "Using Boolean to Search Library Catalogs and Electronic Databases by Keyword" on pages 52-53 in this *Handbook*.

Bound Periodicals — magazines and journals that are bound together in hardcover volumes. Bound periodicals are located in the lower level of the library.

Bps (Bits-Per-Second) — a measurement of how fast data is moved from one place to another. A 28.8 modem can move 28,800 bits per second. *See also*: BANDWIDTH, BIT

Browser — a program used to view information and graphics on the World Wide Web. Netscape and Internet Explorer are currently the two most popular browsers. *See also*: CLIENT, URL, WWW, NETSCAPE, MOSAIC, HOME PAGE (OR HOMEPAGE)

Byte — a set of bits that represent a single character. Usually there are 8 bits in a byte, sometimes more, depending on how the measurement is being made. *See also*: BIT

Call Number — a unique letter and number assigned to each item located in the library. Mountain View, like most colleges and universities, uses the Library of Congress classification system for arranging books according to subjects. Library of Congress uses letter to break subjects into general subject areas (*e.g.*, BF for psychology), then numbers to denote subtopics. Books are shelved sequentially A-Z according to their call numbers. The call number may be thought of as the book's unique "address" and may be found by using the online library catalog. *See* "How to Read a Call Number" on page 37 of this *Handbook*.

Card Catalog — *see* ONLINE LIBRARY CATALOG and OPAC.

Career Collection — a special collection of books related to careers, resume preparation, and job interview techniques. The Career Collection is located on the lower level of the library. Career Collection books are listed in the DCCCD Online Catalog.

CD-ROM — CD-ROM (compact disk-read only memory) technology allows large amounts of information to be accessed via computer. Different CD-ROM indexes allow you to search for periodical articles, newspaper articles, company information, television news show transcripts, and other materials. Each database is unique. Some are full-text, and some are citations only. For a listing of the CD-ROM and other electronic databases that are available in the Mountain View College Library *see* the guides to electronic databases, pages 59-65, 66, & 67-68 of this *Handbook*.

CGI (Common Gateway Interface) — a set of rules that describe how a Web server communicates with another piece of software on the same machine, and how the other piece of software (the "CGI program") talks to the web server. Any piece of software can be a CGI program if it handles input and output according to the CGI standard. Usually a CGI program is a small program that takes data from a web server and does something with it, like putting the content of a form into an e-mail message, or turning the data into a database query. You can often see that a CGI program is being used by seeing "cgi-bin" in a URL, but not always. *See also*: CGI-BIN, WEB

Chat — real-time interaction among users on the Internet, as opposed to delayed communications such as bulletin boards, mailing lists, or e-mail. Chat is *not* allowed on the Mountain View Library reference computers.

Circulation Assistant — a friendly, knowledgeable member of the library staff who assists you by checking out books, reserve materials, and periodicals.

Circulation Desk — the service desk, on the first level of the library, where you check out and return library books. You must have a current semester ID card, TexShare card, alumni card, or picture ID in order to check out books. Periodicals and reference books do not circulate. *See* BORROWING PROCEDURE under "General Library Information," pages 1-2. Instructors' special reserve materials are also kept at this service desk.

Citation Database — a collection of citations to research materials such as periodical articles, newspaper articles, or other documents. *ERIC is an example of a citation database.*

Citation — a complete reference to a particular quote or to a source that has been used as an authority (*see also* BIBLIOGRAPHIC RECORD).

Client — a software program that is used to contact and obtain data from a server software program on another computer, often across a great distance. Each client program is designed to work with one or more specific kinds of server programs, and each server requires a specific kind of Client. A Web browser is a specific kind of client. *See also*: BROWSER, SERVER

Company Information Collection — a special collection of sources such as *Moody's*, *Standard & Poor's* and others, which are useful when researching companies.

Cookie — the most common meaning of "cookie" on the Internet refers to a piece of information sent by a Web server to a Web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server. Depending on the type of cookie used, and the browser's settings, the browser may accept or not accept the cookie, and may save the cookie for

either a short time or a long time. Cookies might contain information such as login or registration information, online “shopping cart” information, user preferences, etc. When a server receives a request from a browser that includes a cookie, the server is able to use the information stored in the cookie. For example, the server might customize what is sent back to the user, or keep a log of particular user’s requests. cookies are usually set to expire after a predetermined amount of time and are usually saved in memory until the browser software is closed down, at which time they may be saved to disk if their “expire time” has not been reached. Cookies do not read your hard drive and send your life story to the CIA, but they can be used to gather more information about a user than would be possible without them. *See also*: BROWSER, SERVER

CopiCard — a card that allows you to make photocopies without inserting coins into the copy machine.

Cross Reference — a term used in library catalogs, thesauruses, indexes and encyclopedias to lead you from one form of spelling or subject to another (e.g., American history *see* U.S. — History; theatre *see* theater; gun control *see also* firearms — laws and legislation).

Current Issues Collection — a useful collection of sources such as *SIRS, Annual Editions, CQ Researcher, Information Series on Current Topics, Opposing Viewpoints, Taking Sides*, etc. which concentrate on controversial issues and topics of current interest.

Current Periodicals Display — an area in the library which houses the latest issue of selected periodicals. These materials are available for browsing.

Cyberspace — a term coined by science fiction author William Gibson in his 1984 novel, *Neuromancer*, to describe the entire range of resources available on computer networks.

Database — a large collection of data, arranged into individual records, and organized especially for rapid search and retrieval by a computer. Some databases are full-text; some are citation and abstract only.

Domain Name — the unique name that identifies an Internet site. Domain names always have 2 or more parts, separated by dots. The part on the left is the most specific, and the part on the right is the most general. A given machine may have more than one domain name but a given domain name points to only one machine. For example, the domain names: <matisse.net> <mail.matisse.net> <workshop.matisse.net> can all refer to the same machine, but each domain name can refer to no more than one machine. Usually, all of the machines on a given network will have the same thing as the right-hand portion of their domain names (matisse.net in the examples above). It is also possible for a domain name to exist but not be connected to an actual machine. This is often done so that a group or business can have an Internet e-mail address without having to establish a real Internet site. In these cases, some real Internet machine must handle the mail on behalf of the listed Domain name. *See also*: IP NUMBER

Download — to save information to a diskette. To save your search results onto a computer diskette as opposed to printing it. You may download text, graphics, sounds, etc.

Educational Resources Support Services (ERSS) — a location indication in the library’s online catalog. The DCCCD libraries share a centralized processing center to order, catalog, and process books and other materials. Although most items located at the ERSS are not available for check out, some items may be sent to Mountain View for your use. Consult a reference librarian for assistance.

EIC — Electronic Information Center (L126), the Alcove, and multimedia stations. *See* map inside back cover.

E-mail (Electronic Mail) — messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses (Mailing List). *See also*: LISTSERV®, MAILLIST

Entry — *See* BIBLIOGRAPHIC RECORD and RECORD.

ERIC — Educational Resources Information Center. The ERIC database of document citations and abstracts is available on the World Wide Web at: <http://ericir.syr.edu>.

Ethernet — a very common method of networking computers in a LAN. Ethernet will handle about 10,000,000 bits-per-second and can be used with almost any kind of computer. *See also*: BANDWIDTH, LAN

FAQ (Frequently Asked Questions) — FAQs are documents that list and answer the most common questions on a particular subject. There are hundreds of FAQs on subjects as diverse as Pet Grooming and Cryptography. FAQs are usually written by people who have tired of answering the same question over and over.

Field — a part of a record used for a particular category of data. For instance, the title field displays the title for each record in a database. Other fields might include: author, journal title, date. The online library catalog also includes fields for call number, imprint, description, location, and circulation status of the material. *See also* BIBLIOGRAPHIC RECORD and RECORD.

Finger — an Internet software tool for locating people on other Internet sites. Finger is also sometimes used to give access to non-personal information, but the most common use is to see if a person has an account at a particular Internet site. Many sites do not allow incoming Finger requests, but many do.

Firewall — a combination of hardware and software that separates a LAN into two or more parts for security purposes. *See also*: NETWORK, LAN

Flame War — when an online discussion degenerates into a series of personal attacks against the debaters, rather than discussion of their positions. A heated exchange. *See also*: FLAME

Flame — originally, flame meant to carry forth in a passionate manner in the spirit of honorable debate. Flames most often involved the use of flowery language and flaming well was an art form. More recently flame has come to refer to any kind of derogatory comment no matter how witless or crude. *See also*: FLAME WAR

Folio Collection — a collection of oversized books measuring over 30 centimeters tall. Oversized art books at Mountain View are shelved with the other art books in the library. These books are marked with a red dot on the spine and can be found on the lower two shelves of Library of Congress classification section “N” on the first level of the library. (Other folio books are shelved regularly by call number.)

Frames — a format for web documents that divides the screen into segments, each with a scroll bar.

FTP (File Transfer Protocol) — a very common method of moving files between two Internet sites. FTP is a special way to login to another Internet site for the purposes of retrieving and/or sending files. There are many Internet sites that have established publicly accessible repositories of material that can be obtained using FTP, by logging in using the account name anonymous, thus these sites are called anonymous ftp servers.

Full-Text Database — a CD-ROM or online electronic database that includes complete articles or texts of documents. *See also* CITATION DATABASE.

Gateway — the technical meaning is a hardware or software set-up that translates between two dissimilar protocols, for example Prodigy has a gateway that translates between its internal, proprietary e-mail format and Internet e-mail format. Another, sloppier meaning of gateway is to describe any mechanism for providing access to another system, *e.g.*, AOL might be called a gateway to the Internet.

Gazetteer — a dictionary of geographical places and terms.

GIF (Graphics Interchange Format) — a common format for image files, especially suitable for images containing large areas of the same color. GIF format files of simple images are often smaller than the same file would be if stored in JPEG format, but GIF format does not store photographic images as well as JPEG. *See also*: JPEG

Gigabyte — 1000 or 1024 Megabytes, depending on who is measuring. *See also*: BYTE, MEGABYTE

Gopher — a set of protocols used to search for Internet resources. Can be accessed in popular browsers by typing *gopher://* into location box.

GUI — graphical user interface (e.g., Windows or Macintosh operating systems).

Handbook — a manual or small reference book providing specific information or instruction. Handbooks on a wide variety of topics are available in the Reference Collection.

Hit — as used in reference to the World Wide Web, “hit” means a single request from a web browser for a single item from a web server; thus in order for a web browser to display a page that contains 3 graphics, 4 “hits” would occur at the server: 1 for the HTML page, and one for each of the 3 graphics. “Hits” are often used as a very rough measure of load on a server, e.g., “Our server has been getting 300,000 hits per month.” Because each “hit” can represent anything from a request for a tiny document (or even a request for a missing document) all the way to a request that requires some significant extra processing (such as a complex search request), the actual load on a machine from 1 hit is almost impossible to define.

Holdings — a set of fields in the online library catalog that shows exactly which years and volumes of a SERIAL or PERIODICAL or the volumes in a multivolume set of books that the library owns.

Hold — you may place a “hold” on a book that is charged out to another person; this ensures that you will be next in line to receive the book when it is returned. Place a hold on books through the request function of library catalog. You will be notified when the book is available for you.

Home Page (or Homepage) — several meanings. Originally, the web page that your browser is set to use when it starts up. The more common meaning refers to the main web page for a business, organization, person or simply the main page out of a collection of web pages, (e.g., “Check out so-and-so’s new Home Page”). The home page for the Mountain View College Library may be seen at <<http://www.mvc.dcccd.edu/Library/library.htm>>. *See also:* BROWSER, WEB

Host — any computer on a network that is a repository for services available to other computers on the network. It is quite common to have one host machine provide several services, such as WWW and USENET. *See also:* NODE, NETWORK

HTML (HyperText Markup Language) — the coding language used to create hypertext documents for use on the World Wide Web. HTML looks a lot like old-fashioned typesetting code, where you surround a block of text with codes that indicate how it should appear, additionally, in HTML you can specify that a block of text, or a word, is linked to another file on the Internet. HTML files are meant to be viewed using a World Wide Web Client Program, such as Netscape or Internet Explorer. *See also:* CLIENT, SERVER, WWW

HTTP — (hypertext transfer protocol) the set of standards used by computers to communicate and share files with each other. HTTP was developed in 1990 at the European Laboratory for Particle Physics (CERN) in Geneva Switzerland, as a way for scientists around the world to share data quickly and inexpensively (part of the full URL for a web page is *http://....*). *See also:* CLIENT, SERVER, WWW

Hyperlink — a link in one document that will take you to another document or another location within the same document; hyperlinks are usually highlighted or underlined. Click on the hyperlink and you will go to that URL. *See also:* LINK ROT.

Hypertext — generally, any text that contains links to other documents - words or phrases in the document that can be chosen by a reader and which cause another document to be retrieved and displayed. You can follow the links by clicking on highlighted or underlined text with your mouse.

Imprint — a statement that identifies city of publication, name of publisher, and date of publication (e.g., New York: Scribner’s, 1997).

In Pre-Order Process — a DCCCD Online Catalog term indicating that a book has been selected for purchase but has not yet been received for processing at the DCCCD Educational Resources Support Services.

Index — a reference tool used to identify citations to library materials. There are indexes to help you identify periodical articles, newspaper articles, essays, poems, plays, and short stories. The Index Collection is located in the reference area on the first level of the library. Many indexes today are in electronic format and can be accessed on CD-ROM or via the web.

Inter-Campus Loan (ICL) — the online library catalog lists all of the books in the DCCCD. You may borrow circulating books from the other campus libraries. Request an inter-campus loan (ICL) through the library catalog request function. You may borrow three books at a time. It usually takes three working days to receive a book requested via ICL. There is no charge for this service.

Internet — (upper case I) the vast collection of inter-connected computer networks that all use the TCP/IP protocols and that evolved from the ARPANET of the late 60's and early 70's. The Internet connects schools, libraries, governments, companies, research institutions, and individuals. Popularly referred to as the "Information Superhighway." *See also:* INTERNET

internet (lower case i) — any time you connect 2 or more networks together, you have an internet - as in inter-national or inter-state. *See also:* INTERNET, NETWORK

Intranet — a private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that is only for internal use. As the Internet has become more popular many of the tools used on the Internet are being used in private networks, for example, many companies have web servers that are available only to employees. Note that an Intranet may not actually be an internet — it may simply be a network. *See also:* INTERNET, INTERNET, NETWORK

IP Number (Internet Protocol Number) — sometimes called a dotted quad. A unique number consisting of 4 parts separated by dots, *e.g.*, 165.113.245.2 Every machine that is on the Internet has a unique IP number - if a machine does not have an IP number, it is not really on the Internet. Most machines also have one or more domain names that are easier for people to remember. *See also:* DOMAIN NAME, INTERNET, TCP/IP

IRC (Internet Relay Chat) — a huge multi-user live chat facility. There are a number of major IRC servers around the world which are linked to each other. Anyone can create a channel and anything that anyone types in a given channel is seen by all others in the channel. Private channels can (and are) created for multi-person conference calls.

ISDN (Integrated Services Digital Network) — a way to move more data over existing regular phone lines. ISDN is rapidly becoming available to much of the USA and in most markets it is priced very comparably to standard analog phone circuits. It can provide speeds of roughly 128,000 bits-per-second over regular phone lines. In practice, most people will be limited to 56,000 or 64,000 bits-per-second.

ISP (Internet Service Provider) — an institution that provides access to the Internet in some form, usually for money. *See also:* INTERNET

Java — a network-oriented programming language invented by Sun Microsystems that is specifically designed for writing programs that can be safely downloaded to your computer through the Internet and immediately run without fear of viruses or other harm to your computer or files. Using small Java programs (called "applets"), web pages can include functions such as animations, calculators, and other fancy tricks. We can expect to see a huge variety of features added to the Web using Java, since you can write a Java program to do almost anything a regular computer program can do, and then include that Java program in a web page. *See also:* APPLET

JPEG (Joint Photographic Experts Group) — JPEG is most commonly mentioned as a format for image files. JPEG format is preferred to the GIF format for photographic images as opposed to line art or simple logo art. *See also:* GIF

Keyword — a method of searching electronic databases (like online library catalogs, CD-ROM databases, and Internet resources) for all occurrences of a word or phrase within the database. *See also* BOOLEAN.

Kilobyte — a thousand bytes. Actually, usually 1024 (2^{10}) bytes. *See also*: BYTE, BIT

LAN (Local Area Network) — a computer network limited to the immediate area, usually the same building or floor of a building. *See also*: ETHERNET

Leased Books — *see* MCNAUGHTON BOOKS.

Leased-line — refers to a phone line that is rented for exclusive 24-hour, 7 -days-a-week use from your location to another location. The highest speed data connections require a leased line. *See also*: T-1, T-3

Library Catalog — *see* ONLINE LIBRARY CATALOG and OPAC.

Library of Congress — located in Washington, DC, this is the library that is used by Congress and acts as a national library to the United States. Many libraries, especially college and university, use the call numbering system and subject headings that are used by the Library of Congress. You may access the Library of Congress home page at: <http://lcweb.loc.gov>.

Link Rot — a term used to describe the problem caused by the changing in URLs. Frequently files are moved to new computers, the site is discontinued, or the file structure of the computer system changes. When you click on a link and get an error message that the URL is not found you may have to search for the site by using a search engine. Sometimes the site can no longer be located.

Link — *see* HYPERLINK.

Listserv® — the most common kind of maillist, "Listserv" is a registered trademark of L-Soft international, Inc. Listservs originated on BITNET but they are now common on the Internet. *See also*: BITNET, E-MAIL, MAILLIST

Login — noun or a verb. Noun: the account name used to gain access to a computer system. Not a secret (contrast with Password). Verb: the act of entering into a computer system, *e.g.*, Login to the WELL and then go to the GBN conference. *See also*: PASSWORD

Maillist (or Mailing List) — a (usually automated) system that allows people to send e-mail to one address, whereupon their message is copied and sent to all of the other subscribers to the maillist. In this way, people who have many different kinds of e-mail access can participate in discussions together.

Main Collection — located on the upper and lower levels of the library. (Library of Congress classification sections A-N are found on the first level, and N-Z on the second level.) These books may be checked out for three weeks with a valid student ID card or picture ID.

McNaughton Books — a lease plan that allows the Mountain View College Library to get current bestsellers and public interest books on a temporary basis. These books are listed in the OPAC and may be checked out. Since these books are leased, they may or may not become part of the permanent collection. This collection is located around the staircase on the first level of the library.

Media Distribution — an OPAC term indicating that the item is located in Media Services. These films, videotapes, slides, etc., are generally used for classroom instruction. Students may view the media items owned by Mountain View on the first level of the library in carrels with TV/VCR set ups.

Megabyte — a million bytes. Actually, technically, 1024 kilobytes. *See also*: BYTE, BIT, KILOBYTE

Menu — choices and commands that are displayed on the screen and can be selected by the user.

Microfiche — a 4x6 sheet of film that holds several hundred miniaturized document pages. *See also* MICROFORM

Microfilm — a roll of continuous film that can hold several thousand miniaturized document pages. Ask for microfilm at the reference desk. A microfilm reader/copier (copies are 10¢ per page) is also located in W163F. *See also* MICROFORM

Microform — a medium that contains microminiaturized images such as microfiche and microfilm. Microform images are created by cameras or by computer output on microform (COM). The documents must be magnified by special readers for human viewing. Microform is an economical way to store back issues of periodicals and newspapers.

Mirror — generally speaking, “to mirror” is to maintain an exact copy of something. Probably the most common use of the term on the Internet refers to “mirror sites” which are web sites, or FTP sites that maintain exact copies of material originated at another location, usually in order to provide more widespread access to the resource. Another common use of the term “mirror” refers to an arrangement where information is written to more than one hard disk simultaneously, so that if one disk fails, the computer keeps on working without losing anything. *See also*: FTP, WEB

MLA Style — Modern Language Association approved writing style for research papers. The *MLA Handbook* is available in both the Reference Collection and the Main Collection. For examples of MLA formatted citations consult pages 97-119 in this *Handbook*.

Modem (MODulator/DEModulator) — a device that you connect to your computer and to a phone line, that allows the computer to talk to other computers through the phone system. Basically, modems do for computers what a telephone does for humans.

Monograph — a systematic and complete treatise on a particular subject. This is what would be considered a “regular” book, one that covers a single topic.

MOO (Mud, Object Oriented) — one of several kinds of multi-user role-playing environments, so far only text-based. *See also*: MUD, MUSE

MPEG — a standard for compressing video images developed by the Motion Picture Experts Group.

MUD (Multi-User Dungeon or Dimension) — a (usually text-based) multi-user simulation environment. Some are purely for fun and flirting, others are used for serious software development, or education purposes and all that lies in between. A significant feature of most MUDs is that users can create things that stay after they leave and which other users can interact with in their absence, thus allowing a world to be built gradually and collectively. *See also*: MOO, MUSE

MUSE (Multi-User Simulated Environment) — one kind of MUD - usually with little or no violence. *See also*: MOO, MUD

Netiquette — Internet etiquette.

Netscape™ — a WWW browser and the name of a company. The Netscape™ browser was originally based on the Mosaic program developed at the National Center for Supercomputing Applications (NCSA). Netscape™ has grown in features rapidly and is widely recognized as the best and most popular web browser. Netscape corporation also produces web server software. Netscape™ provided major improvements in speed and interface over other browsers, and has also engendered debate by creating new elements for the HTML language used by web pages — but the Netscape™ extensions to HTML are not universally supported. The main author of Netscape™, Mark Andreessen, was hired away from the NCSA by Jim Clark, and they founded a company called Mosaic Communications and soon changed the name to Netscape Communications Corporation. *See also*: BROWSER, MOSAIC, SERVER, WWW

Network — any time you connect two or more computers together either through cables, telephone lines or satellite links so that they can share resources, you have a computer network. Connect two or more networks together and you have an internet. *See also*: INTERNET, INTERNET, INTRANET

NewsBank Index — an index to newspaper articles published in over 450 United States newspapers (including the *Dallas Morning News*). CD-ROM, Web, and print versions are available.

Newsgroup — the name for discussion groups on USENET. *See also:* USENET

Node — any single computer connected to a network. *See also:* NETWORK, INTERNET

Online Library Catalog — a listing of library materials. The online library catalog at Mountain View lists all books and media items in all of the DCCCD libraries. You may search by author, title, subject, keyword, and call number. You should note carefully the location and call number of each item. Material in the Mountain View College Library is identified by **MV** (*see also* OPAC). The online catalog is available on the World Wide Web at <http://library.dcccd.edu/screens/opacmenu.html> as well as on the computers in the library.

OPAC — Online Public Access Catalog. A synonym for ONLINE LIBRARY CATALOG above. Most libraries today use a computerized library catalog instead of a card catalog to access library materials.

Operators — words such as “and,” “or,” and “not” that are used to combine search terms to broaden or narrow your keyword search. *See also* BOOLEAN.

Pamphlet File — a special collection of clippings from newspapers and various pamphlets covering a wide variety of topics.

Password — a code used to gain access to a locked system. Good passwords contain letters and non-letters and are not simple combinations such as virtue7. A good password might be: Hot\$1-6 *See also:* LOGIN

Periodical Indexes and Abstracts — periodical indexes list articles which have appeared in journals, magazines, or newspapers. They list author, title, name of periodical, volume, pages, and date of publication. Abstracts are indexes that also contain summaries of the content of the article. Indexes and abstracts may be in print form (in the Index Collection on the first level of the library) on CD-ROM, and delivered via the World Wide Web. You may select from various electronic indexes and databases on the Library’s computers as well as from your computer at home if you are connected to the Internet.

Periodical — a term which refers to *magazines* intended for a popular audience and *journals* intended for a scholarly, professional, or technical reader (*see also* SERIAL). Page 76 of this *Handbook* gives guidance on the features and differences among articles found in magazines and journals. Current periodicals can be viewed in the periodical area (see the Mountain View Periodicals List in the library to view MV's current subscriptions and holdings).

Plug-in — a (usually small) piece of software that adds features to a larger piece of software. Common examples are plug-ins for the Netscape® browser and web server. Adobe Photoshop® also uses plug-ins. The idea behind plug-in’s is that a small piece of software is loaded into memory by the larger program, adding a new feature, and that users need only install the few plug-ins that they need, out of a much larger pool of possibilities. Plug-ins are usually created by people other than the publishers of the software the plug-in works with.

POP (Point of Presence, also Post Office Protocol) — two commonly used meanings: point of presence and post office protocol. A point of presence usually means a city or location where a network can be connected to, often with dial up phone lines. So if an Internet company says they will soon have a POP in Belgrade, it means that they will soon have a local phone number in Belgrade and/or a place where leased lines can connect to their network. A second meaning, post office protocol refers to the way e-mail software such as Eudora gets mail from a mail server. When you obtain a SLIP, PPP, or shell account you almost always get a POP account with it, and it is this POP account that you tell your e-mail software to use to get your mail. *See also:* SLIP, PPP

Port — this term has three meanings related to computers. First and most generally, a place where information goes into or out of a computer, or both. For example, the serial port on a personal computer is where a modem would be connected. On the Internet port often refers to a number that is part of a URL, appearing after a colon (:) right after the domain name. Every service on an Internet server listens on a particular port number on that server. Most services have standard port numbers, e.g., web servers normally listen on port 80. Services can also listen on non-standard ports, in which case the port number must be specified in a URL when accessing the server, so you might see a URL of the form:

gopher://peg.cwis.uci.edu:7000/ shows a gopher server running on a non-standard port (the standard gopher port is 70). Finally, port also refers to translating a piece of software to bring it from one type of computer system to another, e.g., to translate a Windows program so that it will run on a Macintosh. *See also*: DOMAIN NAME, SERVER, URL

Portal— usually used as a marketing term to describe a web site that is or is intended to be the first place people see when using the web. Typically a "portal site" has a catalog of web sites, a search engine, or both. A portal site may also offer email and other services to entice people to use that site as their main "point of entry" (hence "portal") to the web.

Posting — a single message entered into a network communications system. For example, a single message posted to a newsgroup or message board. *See also*: NEWSGROUP

PPP (Point to Point Protocol) — most well known as a protocol that allows a computer to use a regular telephone line and a modem to make TCP/IP connections and thus be really and truly on the Internet. *See also*: IP NUMBER, INTERNET, SLIP, TCP/IP

Protocol — a system of defining how computers will interact with each other, allowing computers made by different manufacturers and running different software to communicate as part of a network.

Readers' Guide — a subject index to articles published in over 200 general periodicals, like *Time*, *Newsweek*, *Fortune*, and *Redbook*. Consult the Periodicals List notebook to see if the periodical titles you need are owned by the Mountain View College Library. Listings of periodical titles owned by several other area libraries are available at the Periodicals Desk.

Ready Reference — a collection of reference books located behind the Reference Desk that the librarians use to answer frequently-asked questions. Ready Reference materials are listed in the online library catalog.

Reboot — a process of restarting a computer, especially when it is locked up. Since the library computers have to be logged in by a staff member, you should **NOT** reboot the computer yourself. Ask a library staff member for assistance.

Record — a collection of related data, arranged in fields and treated as a unit. The information for each item in the online library catalog makes up a bibliographic record. The data for each article in a CD-ROM database is also a record. *See also* BIBLIOGRAPHIC RECORD and FIELD.

Reference Collection — a collection of encyclopedias, almanacs, dictionaries, directories, handbooks, and other reference sources. The reference collection is located on the first level of the library. Reference books are for use in the library only and may not be checked out.

Reference Desk — the service desk on the first level of the library where you may receive assistance in finding information, doing research projects, and in using reference materials.

Reference Librarian — a knowledgeable, helpful person who will help you locate information, guide you in the research process, and show you how to use the different library reference tools. A reference librarian has a masters degree and has a commitment to helping you find the information you need. When in doubt about any research-related problem, always ask a reference librarian for assistance.

Renewal — an extension of the loan period for charged library materials. Renewals must be handled in person at the Circulation Desk.

Reprint — when material is republished, that is, published in another source after its original publication, it is considered to be a reprint. The original source must be credited in the citation. *Opposing Viewpoints* is an example of a reprint source where the articles have been collected from various other sources.

Reserve Materials — instructors often place books and articles "on reserve" for an entire class to read. These materials are located at the Circulation Desk on the first level of the Library. Reserve materials are usually for use in the library for two hours, but instructors may specify a different circulation period.

RFC (Request For Comments) — the name of the result and the process for creating a standard on the Internet. New standards are proposed and published on line, as a Request For Comments. The Internet Engineering Task Force is a consensus-building body that facilitates discussion, and eventually a new standard is established, but the reference number/name for the standard retains the acronym RFC, *e.g.*, the official standard for e-mail is RFC 822.

Router — a special-purpose computer (or software package) that handles the connection between 2 or more networks. Routers spend all their time looking at the destination addresses of the packets passing through them and deciding which route to send them on. *See also:* NETWORK, PACKET SWITCHING

Search Engine — a computer program that creates indexes of World WideWeb sites based on the titles of files, keywords, or the full text of files. You may use a search engine like Alta Vista, InfoSeek, Excite, or Yahoo! to help locate Web sites related to your topic. Be sure to read the *help* information for the search engine you are using so you will structure your search correctly.

Serial — a publication which is issued in successive parts at regular intervals and which is intended to continue indefinitely. This term includes publications such as annuals (i.e., *World Almanac*), periodicals, and newspapers, as well as transactions of associations and societies. *See also* PERIODICAL.

Server — a computer that manages and delivers information to the users on a network. The term can refer to a particular piece of software, such as a WWW server, or to the machine on which the software is running. When the Mountain View server is “down,” you cannot access the Internet. When a server that stores a document or web page that you are trying to access is “down” you will get an error message. *See also:* CLIENT, NETWORK

SIRS (Social Issues Resources Series) — these large notebooks, each devoted to a broad topic like Youth, Economics, Pollution, School, etc., contain a selection of many excellent articles reprinted from a variety of original sources. An index to the entire series is in the front of each notebook and in specially marked notebooks. The *SIRS* volumes are located in the Current Issues Collection in the center of the reference area on the first level of the library. An electronic version of *SIRS* is available on the Online Databases menu.

Site — a place or page on the World Wide Web.

SLIP (Serial Line Internet Protocol) — a standard for using a regular telephone line (a serial line) and a modem to connect a computer as a real Internet site. SLIP is gradually being replaced by PPP. *See also:* INTERNET, PPP

Spam (or Spamming) — an inappropriate attempt to use a mailing list, or USENET or other networked communications facility as if it was a broadcast medium (which it is not) by sending the same message to a large number of people who didn't ask for it. The term probably comes from a famous Monty Python skit which featured the word spam repeated over and over. The term may also have come from someone's low opinion of the food product with the same name, which is generally perceived as a generic content-free waste of resources. (Spam is a registered trademark of Hormel Corporation, for its processed meat product.) For example, Mary spammed 50 USENET groups by posting the same message to each. *See also:* MAILLIST, USENET

Stacks — shelving units in which library books are stored. Also called ranges and book stacks.

Stopwords — common words (like “a,” “the,” “of,” “on,” etc.) that many electronic systems are programmed to ignore.

Style Manual — a manual written to illustrate the format research papers should follow. Each subject discipline has its own style manual such as APA or MLA. Most instructors at Mountain View recommend that students follow the MLA style. For examples of MLA formatted citations, consult pages 97-119 in this *Handbook*.

Subject Heading — a uniform word or group of words used to describe the subject of library materials. Most colleges and universities use the Library of Congress *Subject Headings*, a four-volume set of red books,

which list all of the uniform subject headings. These volumes are located near the computer terminals in the EIC/Alcove. When performing a *subject search* in an online library catalog, you must use the exact subject heading that Library of Congress uses in order to be successful. If you have problems using the subject headings for your research project, try the “keyword” approach, or ask a reference librarian for assistance.

T-1 — a leased-line connection capable of carrying data at 1,544,000 bits-per-second. At maximum theoretical capacity, a T-1 line could move a megabyte in less than 10 seconds. That is still not fast enough for full-screen, full-motion video, for which you need at least 10,000,000 bits-per-second. T-1 is the fastest speed commonly used to connect networks to the Internet. *See also:* BANDWIDTH, BIT, BYTE, ETHERNET, T-3

T-3 — a leased-line connection capable of carrying data at 44,736,000 bits-per-second. This is more than enough to do full-screen, full-motion video. *See also:* BANDWIDTH, BIT, BYTE, ETHERNET, T-1

TCP/IP (Transmission Control Protocol/Internet Protocol) — this is the suite of protocols that defines the Internet. Originally designed for the UNIX operating system, TCP/IP software is now available for every major kind of computer operating system. To be truly on the Internet, your computer must have TCP/IP software. *See also:* IP NUMBER, INTERNET, UNIX. These protocols allow computer networks to talk to each other.

Telecourse --- courses that are taught at a distance for students who cannot or do not want to step foot on campus. Courses require viewer access to either local cable, public television, or a VHS videocassette player. See the Mountain View College course catalog for more information on telecourses.

Telecourse Videos — videotapes for telecourse programs are available for student use. Some videos are reserved for in-house library viewing only, and others are available for a checkout period of three days. See the Mountain View College course catalog for information on telecourses.

Telnet — a protocol that allows you to remotely use another computer system on the Internet.

Terabyte — 1000 gigabytes. *See also:* BYTE, KILOBYTE

Terminal — a device that allows you to send commands to a computer somewhere else. At a minimum, this usually means a keyboard and a display screen and some simple circuitry. Usually you will use terminal software in a personal computer - the software pretends to be (emulates) a physical terminal and allows you to type commands to a computer somewhere else.

Terminal Server — a special purpose computer that has places to plug in many modems on one side, and a connection to a LAN or host machine on the other side. Thus the terminal server does the work of answering the calls and passes the connections on to the appropriate node. Most terminal servers can provide PPP or SLIP services if connected to the Internet. *See also:* LAN, MODEM, HOST, NODE, PPP, SLIP

TexShare Card — libraries that participate in the TexShare program support and enhance resource sharing among Texas academic libraries. Some of the TexShare members include: UTD, SMU, UNT, TWU, UTA, Collin County Community College, and others. Each library has unique borrowing policies, so you may be able to borrow books at some locations but not others. As a Mountain View student, you may get an TexShare card at the library Circulation Desk. There is no charge for the card.

TN 3270 — a variant of Telnet.

Truncation — typing a special symbol at the end of a word to retrieve all possible endings of that word (e.g., athl* retrieves athlete, athletes, athletics and athleticism). The online library catalog at Mountain View uses * as the truncation symbol. Some databases use ?. *See also* “Using Boolean to Search Library Catalogs and Electronic Databases by Keyword” on pages 52-53 in this *Handbook*.

UNIX — a computer operating system (the basic software running on a computer, underneath things like word processors and spreadsheets). UNIX is designed to be used by many people at the same time (it is multi-user) and has TCP/IP built-in. It is the most common operating system for servers on the Internet.

URL (Uniform Resource Locator) — the standard way to give the unique address of each resource on the World Wide Web. Examples of URL's:
 http://www.matisse.net/seminars.html
 telnet://well.sf.ca.us
 news://new.newusers.questions.

The most common way to use a URL is to type it into the location box or “netsite” box of your browser program, such as Netscape, Internet Explorer, or Lynx. *See also*: BROWSER, WWW

USENET — a world-wide system of bulletin boards, with comments passed among hundreds of thousands of machines. Not all USENET machines are on the Internet, maybe half. USENET is completely decentralized, with over 10,000 discussion areas, called newsgroups. *See also*: NEWSGROUP

WAIS — (Wide Area Information Servers) a system that indexes large amounts of information and makes the indexes searchable by keyword.

WAN (Wide Area Network) — any internet or network that covers an area larger than a single building or campus. *See also*: INTERNET, INTERNET, LAN, NETWORK


Web — *see*: WORLD WIDE WEB

Webmaster/Web Goddess — the person who creates and maintains a site on the World Wide Web.

Webzine — a magazine on the World Wide Web.

Works Cited — a list of all of the sources you have cited in your research paper. MLA uses the broader term “Works Cited” instead of “Bibliography” (meaning literally, “a list of books”). This is because you may use many types of sources, such as films, interviews, television programs, or web pages as sources for your paper. “Works Consulted” indicates that you are listing sources that you did not cite in your paper. For an example of a Works Cited list, *see* pages 123-124 in this *Handbook*.

World Wide Web — a collection of resources which can be accessed via a web browser like Netscape, Internet Explorer, or Mosaic; also referred to as WWW, W3, or the web. Frequently used (incorrectly) when referring to the Internet, WWW has two major meanings - first, loosely used: the entire constellation of resources that can be accessed using Gopher, FTP, HTTP, telnet, USENET, WAIS and some other tools. Second, the universe of hypertext servers (HTTP servers) which are the servers that allows text, graphics, sound files, etc. to be mixed together. *See also*: BROWSER, FTP, HTTP, INTERNET, TELNET, URL.

 The language of the World Wide Web changes quickly as new technology is developed and as new features are added. This glossary has a few basic terms to help you as you begin to explore the web as a research tool. We gratefully acknowledge the assistance of the creators of the web glossaries listed below and suggest that you consult these websites for additional information on web terminology:

Enzer, Matisse. "Glossary of Internet Terms." 13 July 1999. 20 July 1999
<<http://www.matisse.net/files/glossary.html>>.

"Glossary of Internet Terms." 1998. New York Times Technology/Cybertimes. 21-July 1999
<<http://www.nytimes.com/library/tech/reference/glossary.html>>.

"Internet Resources: Glossary of WWW, Web Searching, and Netscape Jargon." University of California Berkeley Library Web. 20 Aug. 1998. 22 July 1999 <<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Glossary.html>>.