

LIBRARY TERMS (WORDS) and how they relate to other, similar words

REFERENCE:

A person who gives facts about your qualifications for a job, or your honesty for renting a place to live or borrowing money.

REFERENCE BOOK:

A book that contains a lot of facts about a particular subject.

These books are usually very expensive and are also needed by a lot of students, so they must stay in the library.

(They cannot be **checked out**.)

REFERENCE DESK / REFERENCE LIBRARIAN:

The librarian will help you find the answer to your question. There is always a librarian assigned to be at the *reference desk*, in the center of our library.

CHECK OUT:

At the grocery store, you stand in a *checkout* line when you want to pay for your groceries and take them home.

In the library, to *check out* means to give your name and student number to the person at the **circulation desk**, so that you can take home the books or tapes you want.

CIRCULATION DESK:

If a book can be **checked out**, it can 'circulate'.

The desk where a book is taken to be **checked out** is called the Circulation Desk.

CHECK OUT PERIOD / LOAN PERIOD / BORROWING PERIOD

In a Hospital or Hotel, the *Check Out Time* is the time of day you must leave, before you are charged for another day's stay.

Usually it is around 11 a.m.

In a library, the *check out period* is the time a book that is checked out can be kept.

Each library has its own *check out period*:

The BCC Library *Check Out Period* for books is 3 weeks.

For magazines it is 1 week.

King County Libraries' *Check Out Period* is 28 days for books, 1 week for magazines.

DUE DATE

If a woman is pregnant, the day the baby is expected to be born is the *due date*.

In a library, the *due date* is the day the book or magazine that has been checked out is expected to be returned to the library.

RENEW

If a book or magazine is **due**, and you want to keep it longer, you should *renew* it.

Reserve materials are shared by a lot of people, though, and they cannot be renewed.

FINE

If a book or magazine is overdue, that is, if it has been kept after it is **due**, then there is a *fine* placed on the borrower's record, and that *fine* must be paid before the student can register for another class.

RESERVE

Books or tapes or articles that are going to be used by a lot of people at almost the same time, are put on *reserve*, and the check out period is shorter than usual.

Usually these materials are labeled "Library Use Only", so they must be used inside the library.