



Vocabulary and conventions

A

Attaching holdings. See “Creating/adding item Records”.

B

Barcode. A small label comprised of vertical lines which contain machine-readable data; each item acquired by the Library receives a bar code label with a unique number. Source: <http://www.lib.utah.edu/science/glossary.html#b>

Bibliographic record (Bib Record): A record that describes an item in the library's collection; the bib record includes call number, author, title, publication information, paging, subject headings, etc. (<http://www.usd.edu/library/instruction/glossary.shtml>, 7/25/2007)

Bibliographic information tab. Any of the tabs that display in the lower portion of the application window when you retrieve a bibliographic record. (Source: Innovative).

Blocks, patron. A patron record is blocked for any one of a number of possible reasons (for example, unpaid fines, expired ID, history of damaging material). The system prompts circulation staff with a dialog box asking whether the patron should be allowed to check out material.

C

Cataloging record. A bibliographic record, or the information traditionally shown on a catalog card. The record includes (not necessarily in this order): 1) a description of the item, 2) main entry and added entries, 3) subject headings, and 4) the classification or call number. MARC records often contain much additional information.

Client-server architecture. Computing architecture which separates a client from a server, and is almost always implemented over a computer network.

Characteristics of a client

Initiates requests

Waits for and receives replies

Usually connects to a small number of servers at one time

Typically interacts directly with end-users using a graphical user interface

Characteristics of a server

Passive (slave)

Waits for requests from clients
Upon receipt of requests, processes them and then serves replies
Usually accepts connections from a large number of clients
Typically does not interact directly with end-users

Source: Wikipedia, the free encyclopedia (<http://en.wikipedia.org/wiki/Client-server>, 7/25/2007).

Close the book: In the Innovative Via environment nothing happens until the transaction is sent to the server to be executed there. Sending information to the server happens when you click on the open file icon (always upper right corner) or “close the book”:

Close, close, close the book
Gently on the seam--
Merrily merrily merrily
Flows the data stream!

Codabar. A linear barcode symbology developed in 1972 by Pitney Bowes Corp and designed to be accurately read even when printed on dot-matrix printers for multi-part forms such as FedEx airbills and blood bank forms, where variants are still in use as of 2007. Although newer symbologies hold more information in a smaller space, Codabar has a large installed base in libraries. (Source: Wikipedia “Codabar” August 8, 2007).

Creating/adding item records. The item record is the addition to the bibliographic record that records information specific to that item in a particular library.

Current initials. The set of initials associated with the current user; when you try to perform a password-protected function, the system examines the authorizations assigned to your current initials. Source: Millennium.

D

Drop-down indexes. From the window screen, there will be a field labeled “index” and next to it a list of searchable elements followed by a downward-pointing triangle. To select a searchable field, click on the list and select one of the elements. For example, in the circulation mode, the window is patron barcode, and the drop-down index provides the following searchable elements: name, barcode, unique ID and record number.

E

Expiration date. All PPS students and staff patron records will expire on July 30 of each year. Student and staff patron records will be overwritten each year in August and succeeding months to expire on July 30 of next year. This enables deletion of records not overwritten with a new expiry date.

F

FERPA Family Educational Rights and Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Fixed-length field. A part of a record in which information added is selected from a table and length of which is predetermined. An example of a fixed-length field is item type.

G

H

Holding. Material that is held in an individual library. Innovative Via's term for these holdings is **items**. See "Item" below.

I

Initials. See "Current initials".

Initials and password. After the login at the system level (i.e., username and password) Via will ask you to identify yourself with "initials and password". Initials are defined as PPS email user name. Password is defined, for this year, as, whenever possible, your password for last year in Dynix. Passwords will be changed annually. .

Innovative. Innovative was founded in 1978 to provide libraries with high-quality automation products, and has retained its core mission and key management personnel to this day. The company's first milestone was the creation of the first "black box" for libraries—a revolutionary online interface that allowed downloading of bibliographic data directly from OCLC (Online Computer Library Center, Inc.) to a local circulation system in real time without re-keying. (Source: <http://www.iii.com>)

irunner.exe. This little utility will automatically show up on the Windows taskbar (or equivalent in Mac OS) with the Innovative Via icon and "irunner.exe". **This utility must be present in order for your Innovative Via client to communicate with the host server.**

Item or Item record. Addendum to the bibliographic record, which contains local information pertaining to, a specific copy of the material held by the local library.

J

Java. A general purpose programming language with a number of features that make the language well suited for use on the World Wide Web. Small Java applications are called Java applets and can be downloaded from a Web server and run on your computer by a

Java-compatible Web browser, such as Netscape Navigator or Microsoft Internet Explorer. (<http://www.webopedia.com/TERM/J/Java.html>, 7/25/2007).

Julian date. A serial number derived from the number of days in the year in which January 1 = day 1 and so on. Used for deriving dates to determine circulation dates in automated library systems.

K

L

Location code. Used by Innovative Via to identify where things are. Your Via location code is an alphanumeric code based on the following pattern:

- 1st position: 1=elementary school; 2=middle school; 3=high school; 4=K-8 & K-12; 5= Alliance, Pioneer, PEHS, Professional Library, Indian Education, Student Services; 6=year-round schools, i.e., Abernethy & Peninsula.
- 2nd and 3rd positions: Derived from former OCLC codes, designate your building.
- 4th and 5th positions: Collection codes (F=fiction, B=biography, R=reference, etc).

M

MARC record. **MA**chine-**R**eadable **C**ataloging record. A bibliographic record which is formatted so that the data in the bib record can be read and interpreted by a computer program.

MARC field. A part of a MARC record, for example the title field, which may be further divided into more specific variants, for example, subfields.

MARC 21. The harmonized USMARC and CAN/MARC Machine-Readable Cataloging formats; a standard for the representation and communication of bibliographic and related information in machine-readable form. (Source: Innovative).

Millennium. The Innovative Interfaces product on which Via is based (essentially it is the same product). So for all practical purposes Millennium = Via.

N

Navigation bar.

The vertical strip of tools that displays down the left side of the window display. Use the tools in the navigation bar to change the current mode. (Source: Innovative).

O

OCLC Online Computer Library Center. A nonprofit organization established in

Ohio in 1967 by a small group of libraries whose leaders believed that by working together, they could find practical solutions for sharing records and reducing information costs. What began as a “challenge to use newly available computer technology to automate the traditional library card catalog” rapidly became a collaborative revolution that now involves thousands of libraries worldwide. OCLC remains based in Dublin, Ohio, but it helps libraries serve millions of users of academic, public, school and special libraries in more than 110 countries.

More than 57,000 libraries have used OCLC services to locate, acquire, catalog, lend and preserve library materials. Researchers, students, faculty, scholars and other information seekers use OCLC services to obtain bibliographic, abstract and full-text information when and where they need it. And OCLC and its member libraries cooperatively produce and maintain WorldCat, the “world’s library catalog.”

More than 110 countries

On the fly. Records added for the purposes of circulating material for which no bibliographic record can be found in the data base. On the fly records will be upgraded to full cataloging standards.

OPAC. Online public access catalog.

P

Privacy. see “FERPA”

Q

R

S

Status Bar. The last line of the main window. The status bar contains supplementary information about the data displayed in the window. The status bar is divided into three zones:

- Zone 1 (the left section of the status bar): contains information such as the record number of the displayed record, or whether a limit is applied to searches.
- Zone 2 (the middle section of the status bar): contains informational messages about the displayed record such as **Not checked out**.
- Zone 3 (the right section of the status bar): contains information such as the number of records attached to the displayed record or the number of titles and entries retrieved in a search. In some windows, **Zone 3** specifies whether you are in edit or view-only mode.

(Source: Innovative). For illustration, please see “Window Displays” handout.

Scopes. The ability to limit record retrieval by specific parameters. An example is the ability to limit library materials displayed in a local web OPAC to those materials held by that library.

Session. A single use of a Innovative application. A session begins when you log in to the application and ends when you exit the application. (Source: Innovative).

T

Tabs. Separate screens that display in the bottom half of the main window. Tabs contain a variety of information. You can display a different tab by clicking on the tab's name. (Keyboard users can use a control T to move forward through the tabs, or control shift T to move backward through the tabs). (Source: Innovative).

Template. Used to quickly create new records based on a pre-existing pattern; also know as a "set of defaults." (Source: Innovative).

Template, item. Defines the record containing information specific to a library's copy of the bibliographic record to which it is related.

Template, patron. Defines the record containing information specific to a library patron, typically including eSIS or PeopleSoft identification numbers, classroom, location, email address and addresses.

Template, bibliographic. Defines the record describing library materials (based on MARC record).

Template, textbook bibliographic. Defines the record describing textbook materials. An abbreviated bibliographic template in which the title convention follows this pattern: *title@locationcode. For example, *Automating libraries for fun@5db.

Title bar. Displays the window title and determines whether the window is active or inactive. The title bar of the active window is usually a different color than other title bars. The active window (or dialog) is the one in which you are working. (Source: Innovative).

Toolbar icon. The toolbar icons display the actions you can perform in the current mode or with the current record.

U

Unique patron identification. eSIS number for PPS students and PeopleSoft employee ID number for PPS staff.

User ID. See "Unique patron identification".

V

Variable-Length fields. A part of a record in which added information may be flexible in length. An example of a variable length field is the title field in a bibliographic record.

Via. The name of the automated library system product purchased by Portland Public Schools and implemented beginning in 2007/2008 to manage most school libraries and track textbooks.

W

Web OPAC. Web-based Online Public Access Catalog.

Z

Z39.50. Z39.50 refers to the International Standard, ISO 23950: "Information Retrieval (Z39.50): Application Service Definition and Protocol Specification", and to ANSI/NISO Z39.50. The Library of Congress is the Maintenance Agency and Registration Authority for both standards, which are technically identical (though with minor editorial differences). The standard specifies a client/server-based protocol for searching and retrieving information from remote databases.

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