

BARTON

LIBRARY

Dare to know

Barton Library Professional Employee Handbook



Curriculum Support - Customer Service – Collaboration – Curiosity

“Good librarians are natural intelligence operatives. They possess all of the skills and characteristics required for that work: curiosity, wide-ranging knowledge, good memories, organization and analytical aptitude, and discretion.”

—Marilyn Johnson



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Introduction

Welcome to the Barton Library and Barton Community College! This handbook is a professional development tool intended for informational purposes only. Review the document and use it to guide you throughout your employment and your position. Employees are responsible for their awareness and understanding of all policies and procedures governing the Library and the College.

None of the statements, administrative policies and procedures, rules, regulations, or guidelines contained in this handbook constitutes a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, expressed or implied. As employees of Barton Community College, Barton Library (“the Library”) staff members are employed “at will” as set forth in [Policy 1460 – Policies and Procedures/At-will](#).

The Library encourages all its employees to communicate their views on matters concerning their responsibilities and interests to the Director of Library and College Archives (“the Director”). The Library values comments and suggestions from staff members concerning work methods and operations. The Director has an open-door policy, and employees should feel free, and are encouraged, to offer suggestions and to seek advice on any Library matter which is of concern to them. The Library believes the missions of the College and the Library will be best served by our mutual efforts, and through honest and direct communications.

Barton Community College Mission Statement: *Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.*

Barton Library Mission Statement: *The Barton Library’s primary mission is to provide a well-balanced collection of resources essential to supporting the learning opportunities offered by Barton Community College. In addition, the Library strives to develop, arrange, and maintain information services that spark curiosity, cultivate critical thinking, and encourage a lifelong love of learning.*

As a unit of Barton Community College, the Library adheres to the institution’s [Notice of Non-discrimination](#).

New Employee Orientation Period

- The first twelve months of employment is considered the orientation/training period by the College. This span of time allows the Library to train a new employee in the skills necessary for their position, permits the Library to assess an employee’s abilities and attitudes, and provides the employee with an opportunity to evaluate the Library and the College as an employer.

- On the first day of employment, the Director shall meet with a new employee, conduct a tour of the Library space, and initiate the orientation process. The purpose of orientation is to review the Library Employee Handbook, review scheduling, and learn the locations of internal files and the resources the Library offers to its patrons. The new employee will then begin learning the specific requirements and responsibilities of their position.

Staff Roles and Responsibilities

All Library employees will perform the duties associated with their titles and positions within the Library.

- The Director is responsible for supervising, managing, and promoting the Library, the Cohen Center, and the Barton Archives, and for ensuring purposeful curriculum integration of library services and resources across the institution for maximum student utilization.
- The Director has delegated certain tasks to subordinates:
 - The Library Assistant, Circulation Services is responsible for cataloging and inter-library loan functions, and for providing general reference and information services to students and faculty. This individual also maintains the Library's purchasing and requisition records.
 - The Library Assistant, Outreach Services is responsible for implementing and promoting library services and programs to support students and faculty. This individual is also the Library's point of contact for Information Services (IS) regarding technology services or resources in the Barton Library. Furthermore, the Outreach Librarian is tasked with overseeing the Library's marketing and public relations plan, including the use of various social media outlets. This position requires regular contact and collaboration with the Communications Department to ensure a message consistent with the institution's overall strategy.
 - The Library Assistants will provide day-to-day supervision of Library Student Workers and their assigned tasks while the Director continues to furnish general oversight.
 - Library Student Workers assist full-time staff with daily, routine Library operations, such as processing and shelving print materials, answering patrons' questions, and helping the Outreach Librarian with the implementation of the Library's marketing plan.

Code of Ethics

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests, and those of the institution. The principles of intellectual freedom and free speech are the foundation of the

library profession, and employees must uphold the dignity, and the rights of privacy and intellectual property, held by our patrons. The Library's patrons, the College's administration, and the College's Board of Trustees need to be satisfied that employees are engaged in activities that are ethical and legal, both in the spirit and in the letter of the law.

As two benchmarks for ethical standards, the Library and its employees are required to adhere to the [Code of Ethics of the American Library Association](#) and to [Procedure 2451 – Ethical Behavior](#).

Confidentiality of Library Records and Library Use

- Article III of the [Code of Ethics of the American Library Association](#) states, “We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted.”
- [Procedure 2605 – Student Privacy Rights \(Family Education Rights and Privacy Act \[FERPA\]\)](#) protects the confidentiality of student records.
- Adhering to these two standards, the Barton Library recognizes its circulation records and other records identifying the personal information of patrons to be confidential.
- All information in a patron's library record, including personal or circulation information, is private and **CAN NOT** be shared with a third party.
 - Records considered confidential include:
 - Patrons' names
 - Telephone numbers
 - Home address
 - Barton and/or non-College email addresses
 - **Exception:** Students' information may be shared with Business Office employees only to the extent necessary to resolve charges on their accounts, or to persons acting within the scope of their duties in the administration of the College.
- **DO NOT** share any personal or circulation information over the phone as a patron's identity cannot be verified.
 - Request the patron speak with the Director about their library account if they are unable to come to the Barton Library in person.
- **DO NOT** discuss any issues on the Library floor that Barton Community College administration, Human Resources, or the Director has deemed to be private or confidential.
- Any violation of a patron's privacy will be considered as a cause for disciplinary action up to and including termination.
- Respect the privacy rights of all Library patrons, including requests for assistance from Barton colleagues.

Employees are encouraged to speak with the Director regarding ethical dilemmas or any questions they may have under this guideline.

Dress Code and Personal Appearance

The Barton Library strives to maintain a public image consistent with a professional business atmosphere. Staff members' attire and grooming are expected to be appropriate to a business environment. The personal appearance of each employee is an important component in the delivery of quality service to patrons. The following guidelines are to be observed:

General Guidelines

- Employees are expected to use common sense and good judgment in choosing their attire, and considering the public nature of their position, contact with patrons, and health and safety standards.
- Clothing should be neat, clean, and in good repair at all times, and should not create a safety hazard in the work environment.
- Hats and other headgear are not to be worn in the Library without supervisory approval. **Exception:** Head coverings with religious significance (e.g., dastar, hijab, yarmulke).
- Clothing which may be appropriate for recreational, social, leisure time, or "at home" activities is not suitable attire. This includes, but may not be limited to:
 - Revealing attire.
 - Visible underwear.
 - Pajamas or pajama pants.
 - Shirts or blouses that are sleeveless, do not cover the midriff when standing, and/or do not provide coverage when sitting, bending, or lifting.
 - Tank tops or halter tops.
 - Dresses with any type of straps or strapless (unless a jacket is worn over it).
 - Short skirts.
 - Baggy pants or pants that fall below the hips.
 - Jeans or slacks with holes or tears.
 - Shorts of any kind or length.
 - Athletic/workout pants.
 - Frayed or cutoff clothing.
 - Clothing that depicts a logo, slogan, or wording that is inappropriate for a business environment.
- Secure shoes must be worn at all times.
 - Slippers, house shoes, stiletto pumps, and "shower-type" shoes are unacceptable.
- Personal cleanliness and good grooming habits must be observed.
 - Hair, including facial hair, should be clean and neatly trimmed and arranged.
 - Hair styles should not be disruptive to public service.

Special Dress Days

- Jeans and t-shirts are acceptable to wear at times designated for showing support of a campus-wide event or cause (example: Jean Day, Blackout).
 - Permission is not required to participate in these specific instances.
- Jeans may be worn on Fridays, provided they are not faded or worn, or have holes. Be aware bending or twisting occurs during the typical shift, so low-rise jeans may not be the best option.
- Jeans are allowed when casual dress is appropriate while implementing and/or completing certain projects. The Director shall make this determination.
- Jeans, including capris with a length below the knee, may be worn when students are not on campus or classes are not in session (e.g., Christmas Break, Spring Break, etc.).

Name Tags

Library employees are required to wear name tags.

- Name tags are to be worn at all times during working hours and should be clearly visible. During non-work hours, tags are to be kept in a secure location.
- If a tag needs repair or replacement, the employee should notify Human Resources.

Schedules / Attendance / Tardiness

Work Schedule

- The Director will be as flexible as possible in balancing the needs of employees while ensuring the Library is properly staffed.
- A Barton Library schedule is created each month, with adjustments being made to accommodate employees' family events, vacations, medical appointments, and other outside commitments that arise.

Punctuality

- Regular and punctual attendance is required of all Barton Library employees and essential to providing adequate service and maintaining Library operations.
- All staff members are expected to be at their work station ready to work at their scheduled starting times.
- As a professional courtesy to your co-workers, call the Library if you expect to be more than 10 minutes late.
 - **Note:** The Director will discuss with you the importance of reporting for work on time if tardiness becomes a regular occurrence (3 or more instances per semester).

Your Shift

- You are required to be on the clock when performing your duties at the Library.
- Full-time staff members and Student Workers will not work for free (“volunteer”) at the Library for any reason. **Note:** The Library has a position designated for a volunteer from the community. This individual is the only person who shall work without monetary compensation.
- Do not remain behind Murphy’s Landing if staying at the Library following your shift for a personal reason.
 - **Reason:** Patrons will not know you are unavailable to assist them.
- Ensure you bring tasks and projects to a stopping point 10 to 15 minutes prior to the end of your shift in order to assist with Closing Procedures and to close the Library in accordance with the designated hours of operation.
- Breaks:
 - All employees are entitled to a 15-minute break for every four (4) consecutive hours worked.
 - All employees are expected to take a 30-minute unpaid meal break when working seven (7) or more consecutive hours.
 - Do not spend break periods at Murphy’s Landing.
 - Employees are expected to return from breaks promptly.

Leave Requests

- Make leave requests by Barton email one (1) week prior to the requested day(s) off. Telephone calls or texting is not acceptable.
- You will receive a confirmation email for your records for time-off requests and changes to your schedule.
 - **Important:** In accordance with [Procedure 2424 – Personal Leave](#), requests for time off may be denied to ensure proper staffing for the Library, for poor work attendance, or for inadequate notice.
 - Other procedures for employee leave may be found under [Policy 1410 – Employee Leave](#).
- Vacation and other leave requests will be granted on a first come, first serve basis. Leave requests may be received by the Director up to three months in advance.
- Except in cases of emergencies, approved leave requests shall only be changed by mutual consent.
- Cancelling an approved leave request can be done by notifying the Director at least one (1) week prior to the requested time off.

Absences / Sick Leave

- In the event of personal illness or that of an immediate family member needing care, employees are required to notify the Director by phone before the start of the scheduled shift. Emails and texting are unacceptable.
- More details are available in [Procedure 2425 – Personal Sick Leave](#).
- The Library is a public area with a great deal of personal contact between co-workers and patrons. If you are experiencing a fever, a persistent cough, or excessive sneezing, please stay home.

Timesheets

- Accuracy and comprehensiveness in completing timesheets is vital.
 - Include notes for changes to your scheduled shift, including illness and emergency absences.
- All overtime must be authorized and approved by the Director in advance.
 - Inform the Director beforehand if adjustments to your schedule are required to avoid overtime.

Severe Weather / Emergency Closings

- If a Library employee is unable to report to work due to adverse weather conditions, he or she must inform the Director by phone. Emails and texting are unacceptable.
- In the event of a weather emergency, natural or manmade disaster, or power outage, the College may declare an emergency closing of campus as stated in [Policy 1100 – Emergency Cessation of Operations](#) and [Procedure 2100 – College Closing – Inclement Weather](#). Consequently, the Director shall direct that Library operations cease, and staff members will usher patrons to designated areas of safety.

Serving Patrons

Every interaction with a patron is an opportunity for Library staff to demonstrate information literacy, to instill confidence in using information resources, and to mold critical thinkers.

Basic Customer Service

Remember patrons are our customers, and the Library is in the “people business.” Without patrons and their information needs, the Library would not exist. Show patrons the quality of their library experience is important to you.

- **Be attentive:** If talking to other College employees (e.g., Library co-workers or Barton colleagues), stop immediately and help the patron.
 - Never leave a patron unless you have provided with assistance.
 - Providing good customer service means walking a patron to a location instead of pointing or telling someone where to find a resource.

- Prioritize the patron who is physically in the Library and needing assistance over the patron on the telephone.
 - Answer the call, explain you are with another patron, take the caller's name and phone number, and return the call as soon as possible.
- **Be approachable:** Make eye contact and have a smile on your face. Interact with patrons on the floor.
 - All Library employees are expected to regularly walk the floor instead of remaining behind the desk.
 - Library staff becomes more approachable when they come out from behind the desk. Users are more willing to ask help from someone “out on the floor.” Think about your own shopping experiences—do you seek help from the clerk who sits behind the counter or one who is out moving around?
 - Being visible on the floor also discourages misconduct or disruptive behavior.
- **Be polite**
 - Greet patrons verbally and with a smile. Saying “hello” or “good morning” with a friendly tone makes patrons feel acknowledge and valued.
 - Answer the telephone with a clear, courteous yet brief greeting (e.g., “Barton Library, this is _____. How may I help you?”)
- **Be observant:** Be aware of surroundings, facial expressions, etc.
 - Ask patrons if they need help.
 - If they are searching the online catalog, internet, or electronic database, ask if they are locating what they need.
 - If a user is looking at books, ask if they need help finding something in particular.
 - You may recognize and, thus, resolve a need for assistance, especially if a patron does not feel comfortable approaching you or the desk.
 - Use of earbuds or headphones is not allowed at Murphy's Landing or on the floor unless a Library staff member is engaged in training, an awareness of the surroundings (including patrons) is maintained, and another Library employee is present.
- **Be knowledgeable:** Strive to know all aspects of your specific job and to provide our patrons with accurate information.
 - If you do not know the correct answer or the best method to deal with a situation?
 - Admit when you do not know the answer to an issue. Then, with a smile, inform the patron you will find someone to help you both. Do not give patrons an answer that is a guess or a falsehood.

- Ask your co-workers or the Director.
- No one employee is expected to know everything. Additionally, every day provides the Library and its staff with unique experiences (every day is not the same).
- Do not give an answer based upon your personal experience; the Library has procedures in place that the College expects to be implemented.
 - Patrons are going to appreciate this consistency and be more apt to return for assistance in the future.
- **IMPORTANT:** The Director is available for assistance whether he is on- or off-campus by phone or email.

Professional Demeanor

Think of the public spaces of the Library as a theater stage.

- **On-Stage:** Murphy's Landing, Library floor
 - You are visible to patrons, and your actions and statements reflect on the Library and the College.
 - Disrespectful or inappropriate conversations, comments, or behavior on the floor (e.g., sarcasm, jokes, or comments with or without sexual connotation) displays an inability to be professional, respectful, or the member of a public service team.
 - Do not share private/sensitive conversations or information on the floor.
 - This refers to any conversations with Human Resources or meetings with the Director.
 - This also refers to any situation involving a student, employee, or community member.
 - **Note:** if you want to share information as it relates to you specifically do so off-stage.
 - Keep conversations (casual and/or non-library related) to a respectful length as it may keep patrons from approaching you for assistance.
 - Snacks (vending machine type items) are acceptable at the desk. Full meals are not acceptable.
 - Drinks should be in a spill-proof container and kept at arm's length from the computers.
- **Off-Stage:** Breakroom, Coffee Cove, outside
 - Take breaks away from Murphy's Landing or the Library floor to ensure you are not interrupted.
 - **Important:** Make sure you are taking your breaks. We all require time to relax and refresh, you deserve them, and the Library needs to comply with labor laws.

Reference Interview.

Any full-time Library employee or student worker may interact with a patron in the reference process during a face-to-face situation, or on the telephone or online. These exchanges will be informed by the Reference and User Services Association's [Guidelines for Behavioral Performance of Reference and Information Service Providers](#).

- As discussed in the Basic Customer Service section above, be visible and approachable.
- Display your interest in the patron's information need.
- Identify the patron's information need in a manner that puts them at ease.
- Demonstrate effective listening and questioning skills.
- Educate the patron in effective search techniques and strategies.
- Follow-up and verify the patron's information needs have been met.

Productivity

- Employees are expected to perform to the best of their ability the duties and responsibilities as assigned according to their job descriptions.
 - Reports on the progress of tasks and projects or on issues should be communicated to the Director.
 - **Important:** Quality is a higher priority than haste.
 - The Director may assign a deadline depending on the project.

Teamwork

- Teamwork is vital in a library setting, especially when there are a variety of shifts. Working together provides consistent customer service.
 - Keep your co-workers informed of events, patron misconduct, and service or technology issues that may occur during your shift via face-to-face conversations and/or email.
- Volunteer to assist in tasks when a co-worker is absent or occupied with other duties.
- Work with co-workers regarding breaks, meetings, and training. Be flexible as staff members may need to adjust their break times.
 - Ensure you have returned from break prior to the end of a co-worker's shift or prior to a scheduled College-related commitment.
- Work together to ensure the Library closes at the scheduled time; one person should not be expected to continually implement all or the majority of Closing Procedures while others finish their work.
- Take pride in the Library's appearance and facilities: pick up trash, wipe tables, push in chairs, straighten monitors and keyboards, etc.
 - This applies not only to the Library, but also to Rooms L-111 and L-117, the Coffee Cove, the Cohen Center, and the Barton Archives.

- Relationships between full-time Library staff and Student Workers.
 - Library staff members are in a supervisory position over Student Workers; therefore, relationships need to be conducted as professional, not personal.
 - Each student worker will be treated with the same respect and courtesy as any other College employee.
 - Displays of “favoritism” will not be allowed.
 - Library staff will not purchase meals or gifts of any kind to give or share during shift.
 - Library staff will provide mentorship, support, and assistance to Student Workers.
 - Library staff members will monitor the quality of work, productivity, professionalism, and customer service skills of Student Workers.
 - The student worker position is an opportunity to learn and practice essential work skills, work ethic, and personal and professional ethics. If developed to a high degree, these characteristics will be prized by employers once the student enters the workforce.

Communication / Meetings

[The Association of College and Research Libraries](#) observed that, “Academic and research librarians increasingly recognize scholarly communication as a core competency of the profession.” Communication between Library staff is likewise vital to ensuring quality customer service to our patrons.

- Subject specialist librarians will work to maintain open dialog with their assigned academic disciplines and with College staff in order to support the curriculum and provide patrons with relevant materials, programs, and services.
- The Director will keep employees informed and updated on Library operations, services, and resources via e-mail or face-to-face conversations.
 - It is the responsibility of Library employees to actively participate (e.g., read emails) as these interactions will provide guidance on how best to provide library services.
- Weekly meetings for full-time staff shall occur every Monday afternoon in the Director’s office (L-108), with an average duration of one (1) hour. Staff members are expected to participate, to be attentive and respectful of each other, and to allow all viewpoints to be heard.

Personal Telephone Calls

Personal calls should be avoided while on Library time. However, if a personal call becomes absolutely necessary, these steps should be taken:

- While on Library time, incoming calls should be brief.

- For both outgoing and incoming calls, staff members should leave the Library floor after informing a co-worker and use the staff workroom or go outside.
- Outgoing calls should be postponed to break periods.
- Keep cell phone ringers on silent or vibrate during the shift.

Staff Evaluations

- Evaluations are based upon an employee's ability to meet the expectations of the College regarding employees and their job performance.
- The Director will meet with all employees throughout the year to ensure goals, tasks, and responsibilities are being met.
 - Employees are expected to provide the Director with ideas and input regarding projects of interest and/or professional growth.
- Employees are expected to adjust the goals of Yearly Self-Evaluation.
 - Barton employees are expected to grow and develop in their job performance. This expectation cannot be met if goals remain the same or are altered only slightly from year to year.

Professional Development

- The Library and the College recognizes in [Procedure 2458 – Professional Development](#) the need and desirability for keeping up-to-date on new developments and technology in the library profession. The Library also recognizes the personal and professional growth of the employee is directly related to the quality of the workplace. Thus, participation in education and training opportunities is encouraged in order to develop and enhance job proficiency.
- Information concerning conferences, training workshops, and other educational opportunities that apply to staff skills, and specific library services and programs, shall be shared with full-time employees.
- Staff members should discuss with the Director the feasibility of attending a conference, training workshop, or other educational opportunities.
- Following this conversation, and with the approval of the Director, staff members may request permission to attend a conference, training workshop, or other educational opportunities using the [Professional Development Request Form](#).
 - **Note:** The total costs must be within the Library's allocated budget for professional development unless the staff member is seeking professional development funds through the [Center Funding Opportunity](#).
- On the completion of an educational or training program, the participant shall submit an expense report with supporting receipts to the Business Office.
- All Library employees have the choice to create a Professional Development Plan.

- The plan may be customized to address areas of improvement or growth for the specific position. Goals from annual evaluations can be included.
- Employees may take an active role in deciding the topics that can be addressed and resources that could be used.
- **Note:** A Professional Development Plan may become mandatory for an employee in the event of poor job performance.

Disciplinary Action – Corrective Behavior

The Director will implement on an as-needed basis the College's policies and procedures regarding corrective action (disciplinary action) as found in [Procedure 2450 – Employee Conduct and Discipline](#).

- General Sequence: observance of unacceptable behavior, private verbal discussion with employee, opportunity for employee to achieve and maintain acceptable behavior, verbal warning, and written warning.
 - If warranted, there may be implementation of further disciplinary action.
- The Director will investigate all occurrences of misconduct or violations of policies, procedures, and processes by patrons and/or employees prior to deciding on a course of action.
 - If Library employees are asked questions as a part of this process, they are expected:
 - **Not** to share or discuss with co-workers or patrons what may have been asked of them or what they may have disclosed to the Director.
 - **Not** to share or discuss any issues or occurrences of misconduct that involves the Library, Library employees, or its patrons with any person outside of the Library or College administration, including Barton co-workers, friends, or community members.
 - To act in a professional manner despite any ongoing investigation, to treat any patron or co-worker in a consistently positive manner, and to continue to provide the same level of quality service.

Marketing and Public Relations

The College's Communications Department has oversight of the institution's general marketing strategy, including social media, websites, advertising, and events.

- Barton Library employees are expected to use the graphics and word marks that have been created for the Library, the Cohen Center, and the Coffee Cove.
 - Refer to the [Barton Brand Guide](#) for additional information.
 - Authorized graphics and wordmarks for the Library are located in the T Drive => Brand folder => Library folder.
 - Authorized graphics and wordmarks for the Cohen Center are located in the T

Drive => Brand folder => CohenCenter folder.

- Authorized graphics and wordmarks for the Coffee Cove are located in the T Drive => Brand folder => CoffeeCove folder.
- All promotional items Barton Library circulates within the College or off-campus communities are required to include Barton's nondiscrimination disclosure or an approved abbreviated version depending on the specific document and/or situation.

Cohen Center for Kansas History (L-118)

The Cohen Center is a special collection and research library within the Barton Library.

- Library employees are expected to be familiar with the Cohen Center's [Collection Development Plan](#) and the [Guidelines for Access](#).
- Staff members will monitor this collection and the use of the room according to the above-mentioned guidelines.
- The Cohen Center is to remain locked unless a patron has arrived for their scheduled research appointment. Library employees are to ensure no food, beverages, or bags of any kind, including backpacks and purses, are brought into this room.

Jo Kopke Bushnell Faculty Resource Center (L-111)

- This room is a College conference/meeting room.
- Facility Management is responsible for booking reservations via the 25Live scheduler.
- The room shall remain locked unless occupied via a 25Live reservation. **Exception:** Short meetings for purposes that further the academic support of students, such as advisement staff needing a place to discuss confidential student information.

Plaza De Cavanaugh Community Room (L-116)

- This room is intended for the use of the citizens of Barton County. A high priority of the donor and the College is the availability of an appealing meeting room for the community.
- Facility Management is responsible for booking reservations via the 25Live scheduler.
- The room shall remain locked unless occupied via a 25Live reservation.

Glossary of Book Terms

Definitions are adapted from the *ALA Glossary of Library and Information Science* (4th ed.), Rare Books and Manuscripts Section, of the Association of College and Research Libraries, Antiquarian Bookseller's Association of America (ABAA), John Carter's *ABC for Book Collectors* (2016), Chris Rippel's *Dictionary of Library Terms* (2004), *AB Bookman's Weekly*, and Biblio.com.

Exterior

Binding

Boards. The covers of a **hardback** book; the boards are stiff cardboard or paperboard which is usually covered with cloth or leather. When covered with paper, the covers are properly referred to as “boards.” See also **Marbled Boards**.

Binding. The method of holding together the pages or **leaves** of the **book block**. They may be simply stapled or sewn, or sewn and enclosed in **wrappers**, but most often the term refers to a “hard” binding or covers. This type of binding may be covered with cloth, various leathers, paper over **boards**, or other more exotic materials. The binding can be done by hand or by machine as in a publisher's “trade binding.”

Book Block. The pages that have been printed, folded, gathered, and sewn together to form the interior of a book. See also **Text Block**.

Bound Book. The folded sections of printed material are sewn on to horizontal cords or bands, with the free ends being drawn through holes in the **boards** and firmly attached. The result is that **leaves** and binding are structurally intact before the covering material is adhered to the boards. See **Full Bound** and **Half Bound**.

Buckram. A heavy-weave fabric normally made from cotton or linen which is stiffened with starch or other chemicals to cover the book binding or when rebinding. Buckram covering is strong, moisture resistant, and mildew resistant. This is best used when covering repeatedly handled books such as library books.

Calf. Book binding leather made from calfskin; a commonly used material for leather binding (see also **Morocco** and **Vellum**). Calf binding is naturally a light brown, but the skin may be treated to create different decorative appearances. Calfskin bindings include:

- **Diced Calf:** Decorative diamonds or squares cut or scored into the leather.
- **Marbled:** The leather is stained with diluted acid to produce a swirling effect.
- **Mottled Calf:** The diluted acid from marbling is applied here to produce splotched designs.

- **Paneled Calf:** A rectangular design of framed lines tooled into the leather or expressed with gilt on a cover or spine.
- **Polished Calf:** A reflective finish created by polishing the leather.
- **Reversed Calf:** The inner side of the calf skin is facing outward.
- **Spanish Calf:** Flecks dyed into the calf skin with red and green acid.
- **Speckled Calf:** A diluted acid mixture that creates small dark specks, or spots, on the leather
- **Tree Calf:** Stained by chemicals to produce a dark pattern on the boards.

Cloth Bindings. Book binding material woven from cotton, linen, wool or synthetic fibers. “Cloth-bound” generally refers to a hardback book with cloth covering the outside of the book covers. The cloth is stretched over the boards, and is mainly to protect and shield the book from any damage. The cloth can then be printed on, embossed, or stamped for decorative purposes, or with designs of book information details. A decorative cloth binding can also consist of embroidery and needlepoint in 16th and 17th century examples.

Covers. The binding of a book. See also **Boards, Calf, Cloth, Morocco, and Wrappers.**

Disbound. A book in which the binding has become removed.

Endband. A decorative band, usually made of silk or mercerized cotton, sewn or adhered onto the text block at the **head** and **tail** of a book **spine**, and slightly hidden under the headcaps of the leather covering. This technique adds reinforcement to the binding head and tail at the **joints** by providing a firm grip to the text pages across the spine. Modern printers use end bands mainly as a decorative feature, and they are glued to the text block. See also **Headbands** and **Tailbands.**

Full Binding. A binding style in which the book is bound in one material (leather, cloth, etc.). See also **half binding, quarter binding, and three-quarter binding.**

Half Binding. A book in which the spine and corners are bound in a different material (frequently leather) than the rest of the covers. See also **full binding, quarter binding, and three-quarter binding.**

Half Cloth. Paper-covered boards with the spine bound in cloth.

Hardback. A book bound with rigid protective covers, usually heavy cardboard, which is covered in cloth, heavy paper, or leather. Often the book comes with a separate dust jacket. Also known as “trade cloth.”

Headbands. A strip of plain or colored material attached to the text block at the top of the spine of a **hardback** book. The same treatment applied to the bottom of the spine is called the **tailband.** Both may also be called **endbands.** Headbands are sewn in to the **leaves** and

sometimes to the **boards**. In modern binding, the headband has become superfluous and is merely decorative.

Heel. The lower most portion of the spine when the book is standing vertically. Also known as the **tail**.

Hinge. The interior flexible portion where the book cover meets the spine. Often used in conjunction with the term **joint**, which describes the equivalent exterior portion. A volume which has received heavy or rough use often has cracked or broken hinges.

Joint. The exterior flexible portion where the book cover meets the spine. Often used in conjunction with the term **hinge**, which describes the equivalent interior portion. The joint is often an area that splits or cracks or otherwise shows wear in an older cloth or leather volume.

Library Binding. A type of reinforced binding designed for public and school libraries, or for other applications where a book might experience a high volume of circulation. In some cases, a library or institution will replace the original binding of a book or periodical with a strong, utilitarian binding. In other cases, a publisher will offer a library binding edition as an option directly from the publisher or distributor. Due to the various ways in which a book may receive a library binding, there is no one uniform appearance for library bound editions. However, a typical version of a library binding would be similar to a standard high school or college textbook with glossy pictorial paper over stiff cardboard with reinforced hinges.

Marbled Boards. A hardback book with a decorative colored paper that imitates marble using a mottled, veined, or swirling pattern.

Mass Market Paperback. The most common paperback book, usually 18 centimeters in height and 10 centimeters in width, that is intended for large audiences; most often in mystery, science fiction, and romance genres. They are printed on cheap, low-quality paper rather than the acid-free paper of most **hardbacks** and **trade paperbacks**. The text is printed in a reduced font. These smaller sized books are often called “pocket books” as they fit easily into a purse or a back pocket.

Morocco. A style of goatskin book binding, which is durable and easy to dye. There are several types of bindings for Morocco goatskin:

- **Crushed Morocco:** The grain has been flattened by pressing, ironing, or rolling the goatskin, which is then highly polished and crushed by plating.
- **Levant Morocco:** Exquisite elegant style of Morocco where the pronounced grain is maintained and the goatskin is highly polished.
- **Niger Morocco:** A rustic look created by rubbing the goatskin, making a subtle grain and flexible leather, with attractive, quite unevenly dyed, colors. The name is derived from its point of origin in West Africa.

- **Pebble-grained Morocco:** A covering with a decorative texture of repeated small raised bumps, somewhat resembling tiny pebbles, that are produced by subjecting it to grained steel plates under pressure. First introduced around 1860, this technique is sometimes still used by contemporary publishers, although more commonly now to give an antique appearance to a new book.
- **Straight-Grain Morocco.** A style created by moistening the skin, then subjecting it to grained steel plates under pressure, producing an artificial parallel grain.

Oversize. A book that is too large to be shelved in its normal place, according to the shelving plan used in a particular library. Normally a **hardback** book, this type has a **trim size** of 28 centimeters or more in height and/or 20 centimeters or more in width. Measurements are typically rounded up to the nearest whole number. Normally, this type includes art and photography collections, cookbooks, and other nonfiction books that rely on visual imagery. Also known as a “coffee table book.”

Paper Back Original (Pbo). Indicates that the paperback release is the first publication of the book, without a hardback edition preceding.

Paperback. A book with a cover made of heavy paper. They are less durable than hardbacks and less expensive. Paperbacks usually do not have a dust jacket. These books can be a **mass-market paperback** edition, or **trade paperback** editions. Synonymous with paperbound and softcover.

Paste-down. The half of the endpaper which lines the inside cover; its other half is often called the free **endpaper**.

Quarter Binding. A style of book cover in which the spine is covered in a different and generally more decorative material than the covers. See also **full binding**, **half binding**, and **three-quarter binding**.

Raised band(s). The ridges that protrude slightly from the spine on leather bound books. Created in the binding process, these bands reveal the structure of cord-bound books. With modern books bound by machines, these bands can be artificially introduced to bring a sense of *gravitas* to a newer edition.

Rebacking. The process of replacing the material covering a book’s spine or mending the joints. As the spine of a book is generally most exposed to the greatest sun damage and to the normal wear of handling, the practice of rebacking is relatively common. Additionally, the headband and head of the spine may be torn when the book is removed from the shelf as a result of careless practices.

Rebinding. The thorough process of rehabilitating a worn book in which the pages have been bound into a covering replacing the original covering issued by the publisher.

Spine. The outer portion of a book's binding which is visible when a book is shelved in a bookcase; the portion which is attached at the **joints** to the front and rear covers and conceals the back edge of the book block.

Spine strip. The material covering the **spine**, or the rear portion of the outside of a book.

Tailband. A strip of colored material attached to the text block at the bottom of the **spine** of a **hardback** book. See also **endband** and **headband**.

Three-Quarter Binding. A binding style in which the **spine** and traditionally the corners of a book are bound in one material and the sides in another. See also **full binding**, **half binding**, and **quarter binding**.

Tipped-In. A technique where pages, plates, or signatures are glued into the book subsequent to binding.

Trade Paperback. A paperback book that is larger than a **mass market paperback** and is often more similar in size and format to a **hardback** edition, usually with a **trim size** of 21 centimeters in height and 13 centimeters in width. The term derives from the standard practice within the publishing trade of issuing a version of a hardback book in a less expensive form. The paper quality can be better as well, as they are regularly printed on acid-free paper similar to a hardback book.

Unbound. A book or pamphlet which does not have a covering binding, sometimes by original design.

Wrappers. A flexible paper binding.

Coverings

Dust jacket. The separate paper cover that wraps around the book, usually **hardback**, and protects the **boards**. Dust jackets also serve to give the book a more decorative appearance as they often have a full color design whereas the cloth of the cover may have only the title, author's name, and publisher embossed. In all cases, the lack of a dust jacket should be noted if the book was issued with one. Also known as book jacket, dust cover, or dust wrapper. See also **flaps** and **panel**.

Flaps. The portions of the dust jacket that wrap around the covers of the book. They usually display a brief summary of the book, its price, and often biographical details of the author.

Gilt. A thin application of gold decoration or lettering applied to the **boards**, **spine**, and/or edges.

Panel. The front or back of a dust jacket, as opposed to the spine or flaps.

Publisher's blurb. A description of, and/or quotes from the work or reviewers, commissioned or prepared by the publisher and generally appearing on the back of the **dust jacket**.

Slipcase. A box, often made of decorative cardboard or leather, with one open side, into which a volume or a multivolume set is “slipped” for protection; publishers often issue a slipcase with two and three volume sets.

Edges

All Edges Gilt (A.E.G.). The practice in which the **head**, **tail**, and **fore-edge** of the text block have been cut smooth and applied with burnished gold. This may be done using actual gold leaf, an alloy with other metals, a gold dust, or a synthetic material made to appear like gold leaf. See also **gilt** and **top edge gilt**.

All Edges Marbled (A.E.M.). Veined or mottled coloring applied to the **head**, **tail**, and **fore-edge** of the text block in imitation of a marble pattern. See also **marbled paper**.

Cut Edges. The most common type in binding in which the three edges are trimmed even with a large binder's knife prior to finishing the binding process. See also **deckle edges**, **trimmed edges**, and **uncut edges**.

Deckle Edges. The natural or sometimes artificial rough edges of a page left untrimmed. Rather than a manufacturing defect, the effect of a feathered edge is intended to be a reference to the history and traditions of publishing, and thus is often considered to be more esthetically refined than uniformly machine-cut edges. See also **cut edges**, **trimmed edges**, and **uncut edges**.

Foot. See **tail**.

Fore-edge. The front or outer vertical edge of the text block opposite the spine.

Head. The top edge of the text block opposite the **tail**.

Tail. The bottom edge of the text block opposite the **head**. Synonymous with **foot**.

Top Edge Gilt (T.E.G.). The practice in which the **head** of the text block has been cut smooth and applied with burnished gold. This may be done using actual gold leaf, an alloy with other metals, a gold dust, or a synthetic material made to appear like gold leaf. This process is sometimes known as top gilt. See also **all edges gilt** and **gilt**.

Trimmed Edges. The cover has been trimmed after binding so that the edges of the cover are even with the edges of the leaves. Also known as cut flush.

Uncut Edges. A book in which the edges are in an untrimmed and uneven state. See also **cut edges**, **deckle edges**, and **trimmed edges**.

Formats

The common book trade designation of sizes was originally based on a sheet of paper measuring approximately 48 centimeters by 64 centimeters and the folds needed to make a required number of leaves. Current trade practice, though, refers to the height of the binding instead of the size of the leaf. With the present variety of paper sizes, all dimensions are approximate.

Folio. The format of a book in which text is printed on a standard printer's sheet of paper that is then folded only once to produce two **leaves**, or four pages after cutting the seams. May also be abbreviated with: F or 2°. *Folio* is also used to describe the general size of a book if it is over 30 centimeters in height.

Octavo. The format of a book in which text is printed on a full sheet of paper that is then folded three times to produce eight **leaves**, or sixteen pages after cutting the seams. May also be abbreviated with: 8vo, 8°, or In-8. The name *octavo* comes from the fact that each leaf is about one-eighth the size of the original full sheet. Because the practice was so standard, a contemporary standard sized hardback book or trade paperback book is still often referred to as an *octavo*, since this size of leaf averages 25 centimeters tall.

Quarto. The format of a book in which text is printed on a full sheet of paper that is then folded twice to produce four **leaves**, or eight pages after cutting the seams. May also be abbreviated with: Qto, 4to or 4°. The name *quarto* comes from the fact that each leaf is about 1/4 the size of the original full sheet. Traditionally, books printed in this form are large and squarish, approximately 30 centimeters tall.

The term is also associated with plays, especially Shakespeare's plays. The *quarto* format in The Bard's era was smaller than this style in modern books, typically under 18 centimeters wide and 23 centimeters tall. Until the eighteenth century, plays generally were printed in *quarto*, often without the playwright's permission. Just before the turn of the twentieth century, scholarship established that despite this many of the Shakespearean *quartos* were accurate.

Interior

Acknowledgements. The section in which the author recognizes and thanks those who have given support, assistance, and inspiration to the writing of the book. Copyright acknowledgments are legally required where copyright material such as poems, songs, quotations and illustrations have been reproduced in the book.

Afterword. Final remarks following the text of a book and generally written by someone other than the author. This often involves the book's topic or the writing process of the author. See also **epilogue**.

Annotations. Critical and explanatory remarks accompanying an entry in a bibliography, foot or end note, reading list, or catalog. Often used to evaluate the referenced source or to provide additional information.

Appendix. The section that provides additional information to supplement the main text, such as a list of references, statistical tables, or explanatory matter.

Back Matter. The leaves that follow the body and supplement the text, such as the **appendix**, **glossary**, **endnotes**, **bibliography**, **notes on contributors**, and the **index**. Generally, fiction titles will not have endnotes, a bibliography, or an index. Also known as end matter. See also **front matter**.

Bibliography. A list of works, documents, and/or bibliographic items that the author consulted in researching the given topic and cited in the work.

Body. The main text of the work that follows the **front matter** and precedes the **back matter**. The text may be separated into parts, which are further divided into chapters. The chapters could be split into sections and subsections, then into paragraphs. The **introduction** and the **afterword** are also included within the body.

Bookplate. Small printed labels affixed to the front free **endpaper** or the **flyleaf**. Bookplates may have the owner's or donor's name either printed or inscribed upon them, and can be commercially manufactured or custom-made. Bookplates have a long tradition and are considered highly desirable by collectors. Indeed, some are collected solely for their artistic or historical value. They can show ownership by notable personages or institutions, and may provide important information about the book's provenance.

Brodart. A clear plastic (Mylar) cover that is sometimes wrapped over the dustjacket or outside covering of a book. The name refers to the company by the same name which produces many book repair and archival products.

Citation. A note that references a work from which a passage is quoted or an authoritative source for an assertion or proposition. A citation may appear at the end of the book as an endnote, at the end of a chapter, or at the foot of a page of text as a footnote.

Colophon. An identifying inscription or emblem from the printer or publisher appearing at the bottom of the spine on both the book and dust jacket, the **title page verso**, or at the end of the text, register, or index. The colophon contains information about the printing history and physical aspects of the book, including author, title, publisher and printer, the type of ink and paper, the size of the edition, the date of printing, the typesetting, and possibly a printer's device.

Copyright Page/Title Page Verso. The page that describes the lineage of the book, typically including the book's author, publisher, date of publication, and printing history. This is found on

the **verso** of the title page and is a legal statement of copyright ownership to publication of the material. The copyright page generally offers a wealth of information to readers, collectors, and libraries, including the Library of Congress classification number for U.S. books, the ISBN for recent publications, credits for the author, editor, and other important personnel in the production of the book, and often typographical details.

Dedication Page. This usually appears after the copyright page.

Dentelle. A lacy pattern, most often gilt, on the borders of a modern binding; popular in France during the 18th century on the covers of books.

Diaper. A decorative design of repeated diamonds, lozenges, or geometric forms on the cover, usually on cloth boards. The design is usually produced in gilt, raised pressing, or ink print.

Endnote. A citation located in the back matter of a book. See also **footnote**.

Endpaper. The double leaves bound into a book at the front and rear to connect the boards to the stitched textblock via a fold along the gutter. The endpapers are often high-quality, such as coated stock or marbled paper, with one half pasted to the cover (**pastedown**). The other half is the *front free endpaper* (ffep), which is the first page of a book. Endpapers also serve to give a finished appearance to the binding, and can display information such as maps. The front free endpaper is a common place to encounter signatures, or inscriptions, or **bookplates**. The *rear free endpaper* (or rfep) is the portion of the endpaper which is left loose after binding and is the first loose page upon opening a book from the rear. It may be plain or decorative.

Epigraph. A motto or quotation placed before the main text with the intention of indicating an idea that will be further developed in the work.

Epilogue. A final chapter or section of a work used to bring the text to a close. See also **afterword**.

Errata. A list of errors discovered in the text after being printed with the intended corrections to the book's content, printed separately and tipped in, or printed on a spare page. Errata is commonly placed in the book after the first publishing and later corrected in future editions.

Flyleaf. A blank leaf inserted during the binding process between the free **endpaper** and the beginning or end of the printed pages.

Foliation. A system of marking the **recto** of the leaves of a printed or written document, usually with numbers, to indicate their order. See also **pagination**.

Footnote. A citation located at the bottom of a page within the text. See also **endnote**.

Foreword. Introductory remarks or a recommendation of the work that precedes the main body, written by someone other than the author. See also **preface** and **introduction**.

Front Matter. The pages preceding the text of a book. These may include in the following order: **half-title page**, **half-title verso**, **frontispiece**, **title page**, **copyright page**, **dedication**, **foreword**, **preface**, **acknowledgements**, the table of contents, lists of illustrations and/or maps, and **epigraph**.

Frontispiece. An illustration or photograph that is placed on the **half-title verso**.

Glossary. An alphabetical list that explains unusual, obsolete, dialectical, or specialist terms used in the main text.

Gutter. The inner margin of the leaves of a bound book, connecting the pages to the **joints** near the binding; adjacent inner margins of facing pages when the book is open.

Half Title. The blank **recto** of the leaf that appears after the **flyleaf** and just prior to the title page, and typically contains only the title of the book, although, at times, the author's name and/or other information may appear. A half title can be decorative or just a plain page with the typeface of the book title.

Half-title Verso. The reverse side of the **half title** leaf that is often blank, although it may be used for the **frontispiece**.

Head. The upper margin of a leaf, cover, or endpaper. Also refers to the top of the text block.

Index. A systematic guide to the contents of a work, consisting of an ordered arrangement of terms and **pagination**.

Inscription. A short, signed note, often located on the front free **endpaper** or title page, and usually consisting of the names of the author(s) or the donor and recipient with appropriate remarks. Normally a personalized message, this may be either addressed to a specific person or a brief notation along with the signature. See also **marginal note**.

Introduction. The part of the **front matter** of a book that states the subject and discusses the treatment of the subject in the work. See also **foreword** and **preface**.

Leaf. The smallest, standard physical unit of paper in a printed piece. In the case of books and pamphlets, a single sheet that contains two printed pages, one page on the front side (**recto**) and another on the back (**verso**). A broadside is printed on the recto of a single leaf. Antiquarian books are classified into sizes based on the height versus width of their leaves. For more about book sizes, see **folio**, **quarto**, **duodecimo**, and **octavo**.

Letter Line. A convention occasionally used by publishers to denote the printing of a particular book. It is generally located on the copyright page and consists of a sequence of letters, the lowest alphabetically of which generally indicates the number of the printing (for example, “A” indicates a first printing, “B” a second printing, “C” a third printing, etc.).

Marbled Paper. Decorative colored paper that imitates marble with a veined, mottled, or swirling pattern. Commonly used as the **endpapers** or covering for the outside of a **hardback** book.

Marginal note (pl. marginalia). A written or printed note in the margin of a page, or opposite the portion of the text to which it refers. This kind of personal notation by a previous owner can provide clues to how a book was interpreted, how a person pursued the text, interesting insights into a bygone age, and a glimpse into a reader’s personal standpoint on the context of the work. See also **inscription**.

Notes on contributors. Biographical details on the authors of a collaborative work.

Pagination. A system of marking the pages of a printed or written document, usually with numbers, to indicate their order. Front matter pages are usually numbered with lower-case Roman numerals. The numbers may not be shown on each page, although every page has an assigned number. The main text and **back matter** are numbered with Arabic numerals. The page number may appear at the bottom, top, or side of a page. See also **foliation**.

Parchment. General quality material produced from split sheep, goat, or other animal skin that has been soaked, limed, and scraped of hair, then dried under tension on a wooden frame. The liming results in a pale white or cream color which distinguishes it from other book leathers. Parchment is often used interchangeably with **vellum** but is thicker, harsher, and less highly polished than the latter.

Paste-Down. The portion of the endpapers that are glued to the inner boards of a hardback book and extend to coat the inside edge of the books binding. The paste-down forms an essential part of a book’s structure, and along with the exterior binding of the book, comprises the hinge of the book’s cover. This binding system keeps the text pages of the book in place, and fixed to the cover. The paste-down is a common place for inscriptions and signatures.

Picture credits. A list of the copyright owners of pictures that have been used.

Preface. The author's introductory statement preceding the text of a book that sets out the origin, purpose, and scope of the work; sometimes includes **acknowledgements** of assistance. **See also foreword and introduction.**

Printer’s Key. This appears on the copyright page and is a sequence of numbers from 1 to 10 that are used to indicate the print run of a book. If the 1 is still visible then the book is still in the

first printing of that edition, if the 1 has been removed it is in the second printing. With print on demand technology this may eventually become obsolete.

Recto. The front side of a leaf or in the case of an open book the page on the right, with the page on the left being the **verso**. The recto always has an odd page number.

Running header. This is the book title, chapter title or other heading which appears at the top of, usually, every page. It can be placed at the bottom of the page in which case it is known as a **running footer**.

Tip in. The technique of using a narrow strip of adhesive to affix a leaf or leaves, plates, or signatures to the page of a book following the binding process.

Title Page. A page at the front of a book which may contain the title of the book, any subtitles, the authors, contributors, editors, the publisher or publishing house name, the printer, and in some books the date and time the title was printed, colophon, and devices. The title page is often a key component in identifying **first editions** and is also a popular location in the text block for an author to sign or inscribe a title. The location of the book's title, the author's name, and the publisher either printed horizontally or vertically depending on its width. The page after the half-title page and has details of the title, subtitle, volume number if there is one, author or editor, publisher and publication date.

Trim Size. A publishing industry term for one of several uniform book sizes.

Vellum. High quality material made from a thin, specially treated, untanned "leather" of unsplit calf skin. Vellum is used for the writing and printing of documents and for book binding; many books of the sixteenth and seventeenth centuries have vellum bindings. **Parchment** is technically different as vellum is made exclusively from calf skin.

Verso. The reverse or opposite or left-hand side, especially used in reference to a leaf which has a **recto** and verso side; in an open book the recto is the right-hand page and the verso is the left-hand page; in the case of a broadside only the recto is printed and the verso is blank. The verso always has an even page number.

Illustrations

Blind & Foil stamping. An impression that is embossed onto cloth or leather binding, and sometimes on paper. Blind stamping is a simple indentation into the leather, whereas foil stamping fills the impression with gold ("gilt stamp"), silver, or other metallic leaf.

Cuts. Woodcut illustrations printed on the same leaf as the text. See also **plates**.

Fore-Edge Painting. The front page edges of the book are bent back to expose a greater area and a watercolor painting is applied to this surface. After completion the book is closed and the

painting cannot be seen. The opposite is also true. The painting is done on the edge of the pages so it can be seen when the book is closed but is not visible when the book was open.

Illuminated, Illumination. An illuminated manuscript or an illuminated book is one in which the text is enhanced by hand decoration or illustration. These decorations are often used on initial letters, single words, first lines, page borders, and marginalia. Illumination was practiced most during the Middle Ages and into the era of the printing press, though it is still used today to create unique and rare books.

Intaglio. Engraving processes in which the image is incised into a plate as opposed to those where the surface is cut away leaving the image in **relief** (see **woodcut**). Normally, copper, wood, or zinc are used as a surface, and the incisions are created by etching, engraving, drypoint, aquatint, or mezzotint.

Letterpress. A printing process using pressure to transfer ink from a raised surface, such as metal type or another **relief** surface.

Lithography. A planographic printing process, neither **intaglio** or **relief**, which uses a flat stone or a metal plate with completely smooth surface. The areas to be printed are oil-receptive and accept the ink, while the non-printing areas are water-receptive and reject the ink. Extremely popular in the 19th century, chromolithography is used to create colored prints with many separate plates.

Plate. An illustration printed on a separate sheet of paper (usually heavy and better quality than the text pages) and added to the book during the binding process. Full page illustration or photograph. Plates are printed separately from the text of the book, and bound in at production. I.e., they are not sewn as parts of gatherings. See also **cuts**.

Relief. Opposite of **intaglio**. Illustration processes in which the image is raised from the surface by carving away all negative space in the image. The raised areas hold ink and the recessed areas do not. A rubber stamp is a common example of relief printing. See also **letterpress**.

Woodcut. One of the earliest forms of printed illustration. A wood block on which a knife or gouge has been used along the grain to recess the non-printing areas and leave the image to be printed in **relief**.

Wood engraving. A wood block on which a graver or burin has been used across the grain to define the image with a recessed line. The design of wood engraving is of bold white lines or areas depicting a design against a dark background (**intaglio**) whereas that of a woodcut is the reverse (**relief**).

Bibliographic Details

Access points. Characteristics (e.g., author, title, and subject headings) of materials used to search a bibliographic record (e.g., catalog or index) and identify specific desired items in a library's collection. Access points are the fundamental means of locating exact items or information in large collections of materials and information.

Cataloging record. A unit of cataloging information (e.g., author, title, and subject) for one item in a catalog. In a cataloging record, each piece of information is placed in a separate area called a field. Placing data items in a designated field with standardization of format and content allows patrons to efficiently search an online catalog in one field or in a combination of fields.

International Standard Book Number (ISBN). Between 1967 and 2007, every edition of a published book was assigned a ten-digit number. Since the latter date, the number has been a thirteen-digit sequence. **Hardback, paperback,** and eBooks editions of the same title will have different ISBNs. A set of books, such as the Oxford English Dictionary, will have an ISBN for each volume, with one assigned for the set as a whole. ISBNs are used by publishers, booksellers, wholesalers, and libraries to identify books and are used in their databases for ordering, cataloging, and stock control. This enables them to order, sell, and catalog and lend books efficiently. An ISBN consists of five parts:

1. Prefix of either 978 or 979.
2. Group identifier that show the language group—English is either 0 or 1 (French is 2 and German is 3).
3. Publisher code (e.g., Penguin Books is 140).
4. Item number.
5. Check digit (ensures the ISBN is valid).