

Glossary of Terms and Acronyms

D

- Acquisition** The process of acquiring the library materials that make up the library's collection.
- ALA** American Library Association, the national professional library organization.
- ALTAFF** Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association (ALA).
- Automation** Use of a computer system for such tasks as circulation, cataloging, acquisitions, and interlibrary loans.
- BadgerLink** A program supported and funded through the Department of Public Instruction, Division for Libraries and Technology. Its goal is to provide Wisconsin residents with increased access to electronic information sources free of charge, in cooperation with the state's library community.
- BCN** BadgerNet Converged Network. A statewide network serving all 72 Wisconsin counties by providing wide area network, Internet transport and video applications to state government and education entities.
- Bequest** Money or property given by will. In Wisconsin a library board can retain custody of bequests to the library.
- Cataloging** The process of describing an item in the collection and assigning it a classification (call) number.
- Capital Funds** Funds for acquisition of or additions to fixed assets, such as building sites, new buildings and building additions, new equipment (including major computer installations), initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Note: Municipal accounting practices determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Expenditures for books, other than initial book stock, are not capital expenditures.
- CCBC** Cooperative Children's Book Center. A review center for books published in the U.S. for children, administered by the UW–Madison School of Education and partially supported by the Department of Public Instruction.

CE	Continuing Education.
Certified Library Director, Librarian, or Library Administrator	A librarian maintaining proper certification from the DPI, as prescribed by the Wisconsin Administrative Code to fulfill the requirements of <i>Wisconsin Statutes</i> Chapter 43 for library membership in a public library system.
Chapter 43	The chapter of <i>Wisconsin Statutes</i> governing the establishment and operation of public libraries and library systems.
CIPA	Children’s Internet Protection Act. To receive E-rate discounts and some LSTA grant funding, school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions.
Circulation	The act of loaning material from the library’s collection for use outside the library. This activity includes either manual or electronic checkout of an item to a patron, and also its renewal, each of which is reported as a circulation transaction. Interlibrary loan of an item to one library by another is NOT counted as a circulation, but the recipient library’s checkout of the item to a patron is counted as a circulation by the recipient library.
COLAND	Council on Library and Network Development. An advisory council to the DPI, the governor, and the state legislature on libraries and other information services, appointed by the governor and including library professionals and lay people.
Collection	The total accumulation of all library materials and electronic resources provided by a library for its clientele.
Crossover Borrowing	A term often used to describe the borrowing of materials from a library by residents of another community which has its own library.
Devise	Real estate given by will (or the clause in a will which thus bestows real estate). In Wisconsin a library board can retain custody of and hold title to property given to the library in a will.
DLT	Division for Libraries and Technology, part of DPI.
DPI	Department of Public Instruction, State of Wisconsin.
DVD	Digital video (or versatile) disc. Essentially a high-capacity CD requiring a special (DVD) player, often used for video recordings.
E-Book	A general term used to describe a text or monograph which is available in an electronic form and is read using a computer or other electronic device.
E-rate	Also known as the Schools and Libraries Universal Services Support Mechanism, E-rate is a federal program that provides

discounts to assist schools and libraries in Wisconsin and throughout the United States in obtaining affordable telecommunications service and Internet access.

Endowment Donated funds providing for the continuing support and/or maintenance of the library. In Wisconsin a library board can retain custody of endowments given to the library.

FTE Full-time equivalent. A standard measurement of staff size, determined by summing the total hours worked per typical week by all library employees and dividing by forty.

ILL or Interlibrary Loan

A transaction in which library material is loaned by one library to another outside its branch system for the use of an individual patron.

IMLS Institute of Museum and Library Services. The federal agency that administers the Library Services and Technology Act (LSTA).

LAN Local area network. A network of computers within an office or building (or other small area) linked together so as to be capable of direct communication with one another to share resources.

LC Library of Congress. The national library for the United States.

LD&L Library Development and Legislation Committee. The committee of the Wisconsin Library Association that recommends, monitors, and lobbies for library legislation.

Linked System

A general term for a system formed by linking two or more separate automated library systems together to allow at least the simultaneous searching of the linked catalogs.

LSTA Library Services and Technology Act. The major federal library funding law. The abbreviation LSTA is often also applied to the grant program funded by the act.

MARC Machine Readable Cataloging. The standard formats approved by the Library of Congress for the representation and communication of bibliographic and related information in computerized (automated) library systems.

MLS Master of Library Science. An advanced degree for librarians.

Municipal Population (*see Resident Population*)

NLW National Library Week.

Nonresident A library user who lives outside the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library.

OCLC	Online Computer Library Center, Inc. Producers of an international bibliographic utility (often itself called OCLC) used by libraries for cataloging information and a variety of related services.
OPAC	Online Public Access Catalog. A computer-based library catalog.
Periodical	A publication with a distinctive title intended to appear in successive numbers or parts at stated or regular intervals and, as a rule, for an indefinite time; magazines and newspapers are periodicals.
PLA	The Public Library Association. A division of ALA.
PLDT	Public Library Development Team. A team in the DPI's Division for Libraries and Technology providing coordination of consulting, legislation, and funding for the improvement of public libraries and public library systems.
Processing	The carrying out of the various routines to be performed before material is ready for circulation, including cataloging and physical preparation.
Public Access Workstation	Any computer or terminal available exclusively for public use in the library.
RL&LL	Resources for Libraries and Lifelong Learning. A team within the Division for Libraries and Technology coordinating interlibrary loan, a statewide online catalog database, reference services, the state government document depository program, and online and full-text database resources.
Resident	A person who lives within the library's legal service jurisdiction, that is, the governmental unit(s) establishing the public library.
Resident Population	The total number of persons who live within the library's legal service jurisdiction; that is, the governmental unit(s) establishing the public library.
Resource Library	A (usually) large public library that serves a special function within a library system.
Selection	The process of choosing the books and other materials to be bought for a library.
Service Population	The municipal population (see above) plus an estimated value for an additional service area population.
Shared System	

	A computerized catalog and circulation system shared by a number of libraries.
SLP	Summer Library Program, an umbrella term for youth activities and programs that a public library carries out during the summer.
Special Population	Any population whose access of the public library is difficult, limited, or minimized based on specific demographics.
SRLAAW	System and Resource Library Administrators' Association of Wisconsin. An organization composed of the administrators (directors) of all Wisconsin public library systems and the corresponding resource libraries.
TEACH	Technology for Educational Achievement in Wisconsin. A program administered by the Wisconsin Department of Administration, Division of Enterprise Technology which subsidizes much of the cost to provide telecommunication access to eligible schools, libraries, and educational institutions.
Title	A title is a publication that forms a separate bibliographic whole, whether issued in one or in several volumes, discs, or parts. The term applies equally to printed materials, such as books and periodicals, and to audiovisual materials and microforms. Duplicate copies represent one title.
Union Catalog	A consolidated catalog of holdings from several libraries.
Volume	Volumes are the physical units or items in a collection. Items that are packaged together as a unit, e.g., two compact discs, two films, or two videocassettes, and are generally checked out as a unit, should be counted as one physical unit, one volume.
WAN	Wide area network. A network of computers connecting widely separated offices or buildings (such as separate libraries across a region) and linked together so as to be capable of direct communication with one another to share resources.
WAPL	Wisconsin Association of Public Libraries. A division of WLA.
WERC	Wisconsin Employment Relations Commission.
Weeding	The selection of library material from the collection to be discarded, sold, or transferred to storage because of poor physical condition, outdated content, or limited popularity.
WILS	<i>(formerly Wisconsin Library Services)</i> A non-profit membership organization that facilitates collaborative projects and services, and to advance library service, primarily in the state of Wisconsin. Most of their members are libraries, but they also work with cultural institutions, government agencies, and other non-profits to develop partnerships and projects.

- WISCAT** Wisconsin Catalog. The statewide database of holdings contributed to by Wisconsin libraries of all types.
- WiscNet** A not-for-profit organization that connects many Wisconsin libraries, educational agencies, and other government organizations to the Internet.
- Wisconsin Talking Book and Braille Library**
A federally-funded library located in Milwaukee which provides books and periodicals in audio formats and in Braille to blind and physically handicapped citizens of all ages throughout Wisconsin.
- WLA** Wisconsin Library Association. The state professional library association.
- WLTF** Wisconsin Library Trustees and Friends. A division of the Wisconsin Library Association.

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

© 2002, 2012, 2015, 2016
Wisconsin Department of Public Instruction.
Duplication and distribution for not-for-profit purposes are permitted with this copyright notice. This publication is also available online at <http://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>