



LIBRARY AND INFORMATION SCIENCE TERMINOLOGY

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SOURCE TERM	DEFINITION	SESOTHO EQUIVALENT
Abstract	Brief summary of the content of a book, article, speech, report, dissertation, etc.	<i>Selekela/ kgutsufatso</i>
Acquisitions	Department within the Library responsible for ordering and purchasing new materials.	<i>Phumantsho</i>
Acronym	A word formed from the first (or first few) letters of several words; for example UNIVEN stands for University of Venda	<i>Lentswekgutswe / Akhronime</i>
Almanac	An annual publication containing astronomical data, weather forecasts, maps, dates and tables of other useful information	<i>Alemanaka</i>
Annotation	A critical or explanatory note, usually included in a bibliographical reference or citation.	<i>Tlaloso</i>
Anthology	Collection of stories, plays, and/or poems, selected by an editor	<i>Pokello</i>
Atlas	A book of maps.	<i>Atlelase</i>
Author	Writer of a book, essay, story, play, poem, etc.	<i>Mongodi/sengodi</i>
Biography	Account of a person's life, written by another	<i>Ngolophelo</i>
Binding	A term referring to pages, sheets or issues of periodicals which have been covered by a binding	<i>Tlamang / Ho tlama /ho kopanya</i>
Co-author	An author working on the same project with another	<i>Mongodimmoho/sengodimmoho</i>
Call number	Letters, numbers, and symbols assigned	<i>Lesupi</i>



	to a book to show its location in the library shelving system.	
Catalogue	A list of items such as books, periodicals, maps and audiovisual materials arranged in a defined order.	<i>Khathaloko</i>
Cataloguing	The department in the library responsible for entering all the information necessary about library materials in the online catalogue to make them accessible to patrons.	<i>Ho khathaloka</i>
Circulating collection	Books and other materials which may be checked out by registered borrowers. Periodicals and all reference materials do not circulate in the UNIVEN library.	<i>Dikadimo</i>
Circulation Desk	The Circulation Desk is where books and other materials are checked in and out of the library.	<i>Kadimong</i>
Citation	The written reference to a specific work. For a book one would need title, author, or editor, edition, place of publication, publisher and year of publication.	<i>Tshupo</i>
Collected work	A book of works by different authors (essays, stories, poems, plays), selected for publication by an editor	<i>Pokello</i>
Compact disc	Sound recording medium. In UNIVEN Library, the compact disc collection is kept in the media centre on the first floor.	<i>CD</i>
Database	A continuously updated file of related information, abstracts or references on a particular subject	<i>Dathabeise</i>
Descriptor	Words or phrases used as subject	<i>Sehlooho</i>



	headings	
Directory	Book which lists the names, addresses and phone numbers of a specific group of persons, companies, or publications.	<i>Bukatshupo/daerektri</i>
Dictionary	A book which defines the terms of a language, profession, or specialized area of knowledge.	<i>Bukantswe/dikshenari</i>
Display rack	Located in the Circulation Area and in the Reference Room. The handouts available on the display rack explain how to use library resources and services.	<i>Rakapontsho / rakapepeso</i>
Dissertation	A formal and lengthy written research report	<i>Desitheishene/tlaleho ya diphuputso</i>
Download	To transfer data or program files from a central computer to a peripheral computer or storage device, such as a USB	<i>Downlouda</i>
Due date	The date by which a book must be returned to the Library	<i>Letsatsi la ho qetela</i>
Edition	A new version is often called the "revised" or "second" edition	<i>Kgatiso</i>
E-Journal	A periodical that is available in an electronic or computerized form.	<i>Jenale ya elektroniki</i>
Encyclopedia	A book or set of books which contains information about topics arranged in alphabetical order.	<i>Ensaetlelopidiya</i>
Excerpt	Selection or fragment from writing or other work.	<i>Karolo e qotsitsweng</i>
Fines	Libraries charge for returning a book late	<i>Kotlo</i>
Footnote	Reference at the bottom of a page	<i>Tlhakiso</i>



	documenting words or ideas taken from another source.	
Frequency	The interval at which a newspaper, periodical, or other serial publication is issued (daily, semiweekly, weekly, bimonthly, triquarterly)	<i>Sekgahla</i>
Government documents	Publications of government (local, regional and national), including gazettes, reports/statistics.	<i>Ditokomane tsa mmuso</i>
Handbook	Compact reference book which provides useful information on a specific subject. Statistical information is often provided in handbooks	<i>Buka ya lesedi / tataiso</i>
Hardcopy	Material printed on paper, as opposed to information in microform or in digital (computerized) format.	- <i>tshwarehang</i>
Hold	If the book you need is checked out, you may request at the Circulation Desk that a "hold" be placed on the item.	<i>Peheletso</i>
Index	A list, in alphabetical or numerical order, of the topics, names, etc.	<i>Lenane/lethathama</i>
Journal	Scholarly periodical devoted to a specific field or subfield of knowledge	<i>Jenale</i>
Keyword	A keyword search option which allows users to type keywords describing their topic, in any order.	<i>Lentswepatliso</i>
Monograph	A scholarly book complete on one subject or a class of subjects	<i>Monokrafo</i>
Non-circulating	Non-circulating materials in the Library include reference books, items in Special Collections and periodicals	<i>Tse sa kadingweng</i>
Non-print	Materials published in a format other	- <i>sa hatsiawang</i>



	than print on paper, including microfilm and microfiche, audiocassettes, compact disks, films, and digitized information such as computer files.	
Overdue	An item from the circulating collection which has been kept by the borrower past its due date.	- <i>fetilwe ke nako</i>
Patrons	People who use the library.	<i>Basebedisi/babadi</i>
Periodical	Publication issued in soft-cover more than once, usually at regular intervals and intended to continue indefinitely, includes newspapers, newsletters, magazines, and journals	<i>Phatlalatso ya nakwana</i>
Preprint	A portion of a work printed and issued before the publication of the complete work.	<i>Kgatiso ya pele ho phatlalatso</i>
Printer	This term has two meanings. (1) a machine that prints the output from a computer to paper , or (2) a person or company that produces the printed copy of a book or other item, e.g. Government Printer	<i>Printara/mohatisi</i>
Proceedings	The published record of a meeting of a society, association, institution, or other Organization, often accompanied by abstracts or reports of papers presented.	<i>Kgatiso ya tsamaiso</i>
Publisher	Company (or person) which prepares and issues print or non-print material for public distribution and/or sale.	<i>Mohlahisi/mohatisi/mophatlalatsi</i>



Subject heading	the word or phrase used to describe the subject content of a work	Sehlooho/tabakgolo
Subscription	The right to receive a periodical for a fixed period of time in exchange for payment of a fixed sum	Boingodiso
Subtitle	Portion of a work's title following the semicolon or colon. For example, in the title <i>Psychology: an introduction</i> , the words <i>an introduction</i> constitute the subtitle.	Tlatsetso ya sehlooho
Table of contents	List of chapters or topics covered (with page numbers) in the front of a Book, following the title page.	Dikahare / dikateng
Thesaurus	a list of terms and concepts representing the specialized vocabulary of a particular field.	Thesorase
Title	Name of a book, essay, story, play, poem, picture, statue, piece of music, film, etc.	Sehlooho
Volume	This word is used to describe two different materials: (1) a series of printed sheets, bound, typically in book form, or (2) an arbitrary number of consecutive issues of a periodical.	Letoto la kgatiso