

# Learn the Terms

## arch|ives

1. A space which houses historical or public records. 2. The historical or public records themselves, which are generally non-circulating materials such as collections of personal papers, rare books, etc.

## ASRS|

The space-saving Automated Storage Retrieval System stores books in metal bins, retrievable by a robotic system operated via computer. ASRS is a common location code in the Libraries' Books and Media.

## call| number

A group of letters and/or numbers that identifies a specific item in a library and provides a way for organizing library holdings. GVSU uses Library of Congress call numbers. Many public libraries use Dewey Decimal numbers.

## document| delivery

A service that retrieves full-text or photocopies of information sources for library users.

## limit|er

Also known as a filter, limiters restrict your search results to only information resources meeting certain criteria beyond subject. Common options for limiting your search can include: time period, language, geography, or scholarly/peer-reviewed articles.

## primary| source

An original document or record of an event, such as a diary, a newspaper article, a public record, or scientific documentation. This term is conditional, or context specific.

## periodic|al

An information source published in multiple parts at regular intervals (daily, weekly, monthly, biannually). Journals, magazines, and newspapers are all periodicals. Also referred to as a serial.

## stac|ks

Shelves in the library where materials—typically books—are stored. Books in the stacks are normally arranged by call number. May be referred to as “book stacks.”