

Appendix C

Acronyms and Definitions

AACR2	New Anglo-American Cataloging Rules for books and other materials
AAP	Association of American Publishers
AASL	American Association of School Librarians - A division of the American Library Association (ALA) since 1951. The mission of the American Association of School Librarians is to advocate excellence, facilitate change, and develop leaders in the school library media field.
ACRL	Association of College and Research Libraries, a division of the American Library Association
ALA	American Library Association is the oldest and largest national library association in the world. It is headquartered in Chicago, IL; and maintains an office in Washington, D.C. Its primary publication is American Libraries.
ALTAF	Association of Library Trustees, Advocates, Friends and Foundations (United for Libraries)
ALSC	Association for Library Services to Children
ARRC	Area Reference and Resource Center - Centers for the Maine Regional Library System: Bangor Public Library, Maine State Library, and Portland Public Library
ARSL	Association for Rural & Small Libraries
AV	Audiovisual materials, ex. CD-ROM, slides, films, DVDs, audiobooks and videotapes
BPL	Bangor Public Library
CBC	Children's Book Council
CMLD	Central Maine Library District, headquartered at the Maine State Library
CE	Continuing education is necessary for library staff and trustees to increase their skills and knowledge and keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service.
COSLA	Chief Officers of State Library Agencies
DCMA	Digital Millennium Copyright Act of 1998
DPLA	Digital Public Library of America
DRM	Digital Rights Management
ECRR	Every Child Read to Read

E-rate	A federal program that reimburses libraries for certain telecommunication costs. The Schools and Libraries Program of the Universal Service Fund or “E-rate” makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services.
FOML	Friends of Maine Libraries
FPL	Family Place Library
FTRF	Freedom to Read Foundation
FY	Fiscal year
HSLIC	Health Science Libraries and Information Consortium of Maine
HTML	Hypertext Markup Language
ILL	Interlibrary loan is a service that allows libraries to borrow materials from other libraries for the use of their patrons.
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
IMLS	Institute of Museum and Library Services is an independent agency of the United States Federal government. It is the main source of federal support for libraries and museums within the United States
ILS	Integrated Library System is software that allows the library to use a single database to perform all functions for managing that library’s records, such as acquisitions, cataloging, circulation, and serials management, and to provide online access to library records.
LC	Library of Congress
LSA	Legal Service Area
LSTA	Library Services and Technology Act-A means of national funding for public library development and other related programs administered by IMLS.
MAINECAT	A statewide catalog combines and links more than 100 library collections contained in 10 large online library systems. A single search scans more than 3,400,000 unique titles and nearly 7.6 million items. The system is designed to grow to serve 300 or more library collections. A built-in requesting and transaction management system allows patrons of libraries using a qualifying online system to make online interlibrary loan requests. Library staff can make requests on behalf of their users, as well.
MARL	Maine Academic and Research Libraries, a section of the Maine Library Association.
MASL	Maine Association of School Libraries

MARVEL!	Maine's virtual library provides thousands of online magazines, newspapers, and reference books.
MILS	Maine InfoNet Library System
MIN	Maine Infonet – system administrators for state wide catalogs & download library
MLA	Maine Library Association
MLC	Maine Library Commission
MLS, MLIS	Master of Library Science - the graduate degree in library science.
MLTA	Maine Library Trustees Association, a section of the Maine Library Association (defunct)
MLTI	Maine Learning Technology Initiative
MOOC	Massive Open Online Course
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRLS	Maine Regional Library System
MSL	Maine State Library
MSLN	Maine School and Library Network administered by Network Maine
NMLD	Northeastern Maine Library District, headquartered at the Bangor Public Library.
NELA	New England Library Association
NLW	National Library Week (April)
OCLC	Online Computer Library Center- The computer network Maine libraries have joined for such services as cataloging, interlibrary loan, bibliographic reference, and training.
OITP	Office for Information Technology – part of ALA
OPAC	Online Public Access Catalog
PLA	Public Library Association
PPL	Portland Public Library
RDA	Resource Description & Access – new cataloging standards
RFID	Radio Frequency Identification Technology
RFP	Request for Proposal
SCOOP	A purchasing cooperative administered by the Maine State Library consisting of books, library supplies, equipment and furniture available to libraries in Maine at a discounted price.

SLG	Special Library Group, a section of the Maine Library Association composed of staff of health science, law, corporate, and other specialized libraries.
SMLD	Southern Maine Library District, headquartered at the Portland Public Library.
SPLA	Small Public Library Association, a section of the Maine Library Association.
STEAM	Science, Technology, Engineering, Arts, and Mathematics.
STEM	Science, Technology, Engineering, and Mathematics.
UFL	Association of Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association (replaces ALTA and FOLUSA).
UMS	University of Maine System
URSUS	Is a shared online catalog for the University of Maine System libraries, Bangor Public Library, the Maine State Library, the Maine State Law and Legislative Reference Library, and the Maine State Archives. URSUS is by far the largest online catalog of those linked to the MaineCat Statewide Catalog. It also serves as a gateway to digital resources, both those available generally in Maine and those licensed for use only by patrons of its constituent libraries.
XML	Extensive Markup Language
YA	Young Adult
YALSA	Young Adult Library Services Association

Additional Definitions

Antiquarian Books - A loose term implying collectible books rather than used books. Refers to old, rare, and out-of-print books.

Board of Trustees – A group of volunteers who act in the best interest of the library. There are two types of boards. **Advisory boards** assist libraries that are town departments with policy implementation, long range planning and other big picture issues. **Governing boards** have full administrative authority over not-for-profit libraries.

Censorship - The act of suppressing speech or ideas which may be considered objectionable. Libraries work against censorship by striving to present collections which represent both sides of a topic.

Friends of the Library – A group of volunteers organized with tax – exempt status [501(c)3] who help the library in various ways. Individuals may perform various tasks in the library such as circulation. The group may fundraise in order to supplement the library’s budget. Funds raised by the friends group should be used for projects approved by the library director.

Information Commons - The idea of the information commons as a space for students to gather and work with technology has been with us for over a decade now. Carving out these areas has allowed many libraries to remain relevant in the academic lives of students and the pursuit of lifelong learning opportunities for adult patrons. Just as libraries have historically provided reading rooms for users to access and work with print collections, they now provide common

spaces for them to access and work with digital collections. The information commons is a natural extension of the library's traditional mission in a wired world.

InforME (Information Resource of Maine) - Is the Internet gateway for businesses and citizens to interact with government electronically.

Intellectual Freedom - The right to freedom of thought and of expression of thought. It is a core value of libraries. The American Library Association's *Intellectual Freedom Q & A* defines intellectual freedom as: "[T]he right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.

Librarian - A person responsible for the care of a library and its contents, including the selection and processing of materials, the delivery of information, instruction, and loan services.

Library Policies – Documents that detail what and how the library serves its constituency. The most important policy for a library to have is the Collection Development Policy which details what types of materials will be purchased, how these materials fit the library's mission, what to do in case of a challenge and what the library will do with donations. Other policies include Circulation, Meeting Room Use, Acceptable Computer Use and others.

Long Range Plan – A document that looks ahead 3-5 years and positions the library to respond to changes in the local community and the world at large.

Maine InfoNet - Is a collaborative of academic, public, school, and special libraries that provides leadership in resource sharing, promotes cost effective solutions for quality library information services, and supports the cultural, educational, and economic development of Maine.

Maine School and Library Network (MSLN) – Is a consortium consisting of almost 1000 schools and libraries across the state of Maine through which participants acquire Internet access. The consortium was officially formed in 1996 when a rate case against NYNEX funded Internet access to all schools and libraries in Maine. Today MSLN is a service of Networkmaine (a unit of the University of Maine System). Services provided by MSLN are paid for using a combination of funding from the Federal E-Rate program and the Maine Telecommunications Education Access Fund (MTEAF).

Minerva - The Minerva catalog includes over six million items from more than fifty Maine libraries. This shared catalog provides access to not only books but also DVDs, audio books, magazines, and music CDs. Minerva can be searched by author, title, subject, keyword, and material type. These holdings are also part of the MaineCat Statewide Catalog.

Webinar - Short for *Web-based seminar*, a presentation, lecture, workshop or seminar that is transmitted over the Internet. A key feature of a Webinar is its interactive elements -- the ability to give, receive and discuss information.

Weeding- The act of removing out-of-date or damaged materials from the shelves