Acronyms & Definitions

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

ADA Americans with Disabilities Act is federal legislation that makes it illegal to discriminate against people with physical, mental or emotional disabilities.

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.

ALTAFF Association of Library Trustees, Advocates, Friends and Foundations (now called United for Libraries)

ALSC Association for Library Services to Children

ARSL Association for Rural & Small Libraries

AV Audiovisual materials, i.e. DVDs, audiobooks and videotapes

BOR Board of Regents

CSLP Collaborative Summer Library Program is a consortium of states working together to provide a unified summer reading theme along with professional art and evidence-based materials so that member libraries can provide high-quality summer reading programs at the lowest possible cost and to play a significant role in literacy initiatives.

CE Continuing education is necessary for library staff and trustees to increase their skills and knowledge

CIPA Children's Internet Protection Act is a law that requires schools and libraries that receive E-rate funds to filter computers that children can access

COSLA Chief Officers of State Library Agencies

DCMA Digital Millennium Copyright Act of 1998

DLG Digital Library of Georgia

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.
Evergreen	An open-source software ILS system used by the majority of libraries in Georgia
FOGL	Friends of Georgia Libraries
FTRF	Freedom to Read Foundation
FY	Fiscal year
GALILEO	Georgia's virtual library provides thousands of online magazines, newspapers, and reference books.
GLA	Georgia Library Association
GLASS	Georgia Library for Accessible Services): The library for blind, visually impaired and physically disabled Georgians.
GPLS	Georgia Public Library Service
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. PINES member libraries use Evergreen.
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.

MLS, MLIS	Master of Library Science - the graduate degree in library science.
MOOC	Massive Open Online Course
MOU	Memorandum of Understanding
NLS	National Library Service for the Blind and Physically Handicapped is a free program from the Library of Congress circulating Braille and audio materials to eligible users
NLW	National Library Week (April)
OCLC	Online Computer Library Center- The computer network Georgia libraries have access to for such services as cataloging, interlibrary loan, bibliographic reference, and training.
OITP	Office for Information Technology, part of ALA
OPAC	Online Public Access Catalog
PINES	Public Information Network for Electronic Services is the shared library system that allows PINES card holders free access to materials from affiliated service locations across the state.
PLA	Public Library Association
POTS	Plain Old Telephone Service
RDA	Resource Description & Access – new cataloging standards
RFID	Radio Frequency Identification Technology
RFP	Request for Proposal
RPLAC	Regents Public Library Advisory Committee
SELA	Southeastern Library Association
STEAM	Science, Technology, Engineering, Arts, and Mathematics.
STEM	Science, Technology, Engineering, and Mathematics.
USG	University System of Georgia
YA	Young Adult
YALSA	Young Adult Library Services Association, part of ALA

Additional Definitions

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

Bandwidth   The size or capacity of a data line or system

Broadband   Data transmissions that can send multiple signals (voice, data, video) over the same bandwidth

Board of Trustees – A group of volunteers who act in the best interest of the library. There are two types of boards. **Advisory boards** can assist libraries with policy implementation, long range planning and other big picture issues. **Governing boards** have full administrative authority over 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.

Circulation   The activity of a library in lending books to borrowers and keeping records of the loans

Friends of the Library – A group of volunteers organized with tax – exempt status [501(c)3] who help the library in various ways 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.

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 polices include Circulation, Meeting Room Use, Acceptable Computer Use and others.

Listserv - An automated mailing list distribution system.

Strategic 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.

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.