**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.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>MLS, MLIS</td>
<td>Master of Library Science - the graduate degree in library science.</td>
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<tr>
<td>MOOC</td>
<td>Massive Open Online Course</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>NLS</td>
<td>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</td>
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<td>NLW</td>
<td>National Library Week (April)</td>
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<td>OCLC</td>
<td>Online Computer Library Center- The computer network Georgia libraries have access to for such services as cataloging, interlibrary loan, bibliographic reference, and training.</td>
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<td>OITP</td>
<td>Office for Information Technology, part of ALA</td>
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<td>OPAC</td>
<td>Online Public Access Catalog</td>
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<td>PINES</td>
<td>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.</td>
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<td>PLA</td>
<td>Public Library Association</td>
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<td>POTS</td>
<td>Plain Old Telephone Service</td>
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<td>RDA</td>
<td>Resource Description &amp; Access – new cataloging standards</td>
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<td>RFID</td>
<td>Radio Frequency Identification Technology</td>
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<td>RFP</td>
<td>Request for Proposal</td>
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<td>RPLAC</td>
<td>Regents Public Library Advisory Committee</td>
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<td>SELA</td>
<td>Southeastern Library Association</td>
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<td>STEAM</td>
<td>Science, Technology, Engineering, Arts, and Mathematics.</td>
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<tr>
<td>STEM</td>
<td>Science, Technology, Engineering, and Mathematics.</td>
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<td>USG</td>
<td>University System of Georgia</td>
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<td>YA</td>
<td>Young Adult</td>
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<td>YALSA</td>
<td>Young Adult Library Services Association, part of ALA</td>
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**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.