**Terms/Vocabulary:**

**Automatic** –

* A machine that operates automatically.

**Biography** - a written account of another person's life

**Call Number** - a number, letter, symbol, or combination of these, indicating the specific location of a work in a library, especially the combination of the classification symbol and the designation for the author.

**Card Catalog** - a file of cards of uniform size arranged in some definite order and listing the items in the collection of a library or group of libraries, each card typically identifying a single item.

**Citations -**

* the act of citing or quoting a reference to an authority or a precedent.
* A passage cited; quotation.

**Database –**

* a comprehensive collection of related data organized for convenient access, generally in a computer.
* Data-bank.

**Dewey Decimal System** - a frequently used system of library book classification and arrangement with ten main subject classes; Also called: decimal classification Abbreviation: DDS

***Destiny*** – Follett Destiny Library Manager is a complete library management system that allows librarians and administrators keep thorough, real-time track of a library's inventory and media assets and gives students a fun means of discovery and reading.

**Fiction** – Something feigned, invented or imagined; a made up story

**Genre –**

* a class or category of artistic endeavor having a particular form, content, technique, or the like: the genre of epic poetry; the genre of symphonic music.
* genus; kind; sort; style.

**Manual** –

* done, operated, worked, etc., by the hand or hands rather than by an electrical or electronic device:
* involving or using human effort, skill, power, energy, etc.; physical: manual labor of or relating to the hand or hands:

**Modern Language Association** (MLA) - MLA style is a system for documenting sources in scholarly writing.

**Nonfiction** –

* the branch of literature comprising works of narrative prose dealing with or offering opinions or conjectures upon facts and reality, including biography, history, and the essay (opposed to fiction and distinguished from poetry and drama).
* (especially in cataloging books, as in a library or bookstore) all writing or books not fiction, poetry, or drama, including nonfictive narrative prose and reference works; the broadest category of written works.

**Spine Label –** The paper or leather descriptive tag attached to the spine of the book, most commonly providing the number on which where to find the work.