WYLD TECHNOLOGY GLOSSARY
(Launched January 15, 2013. Updated December, 2014)

The purpose of this WYLD Technology Glossary is to serve as a nonprofit educational tool and resource for WYLD (Wyoming Library Databases), library employees, and board members. It has been developed by the members of the WYLD Training Committee. We offer this information because we saw a need for bringing together definitions of many terms heard daily in today's libraries. Some of these terms are in common use, some are heard only in libraries, and some are unique to libraries in Wyoming. This information is for non-commercial use only. It is not guaranteed in any way. We have used a number of sources to provide this information, and a list of these sources is included. We also have included cross references.

We hope you'll save this PDF file and add a shortcut to the file on your desktop to make this readily accessible. We intend to update it as needed.

If you have comments or suggestions, please email anyone on the [WYLD Training Committee](#)
Please include:
- Comment and/or Suggestion with possible solution
- Your name and email
- Your library
- Do you want us to reply directly back to you? – Yes or No.

Acceptable use: The conduct expected from a user of an IT (Information Technology) resource or service as defined in an acceptable use policy. In general, this means using the IT resource or service for its intended function and in a manner that does not violate policies and applicable state and federal laws or regulations.

Access: The ability or the means necessary to read, write, modify, or communicate data/information, or otherwise instruct or use any IT resource.

AACR2, Anglo-American Cataloging Rules, 2nd edition: Rules designed for use in the construction of catalogs and other lists in general libraries of all sizes. Rules cover the description of, and provision of access points for all library materials commonly collected. The integrated structure makes the general rules usable as a basis for uncommonly cataloged items. The 2nd edition is based on a reconciliation of the British and North American texts.

API, application programming interface: Establishes ways for programs to communicate effectively with one another across different platforms. The WYLD Support Team uses APIs with SirsiDynix software and other applications.

Application software: A general term for software or a program that can be used on a computer.

Apps: Abbreviation for application generally refers to a small single function application on a mobile device.

Authentication: A process that attempts to identify a user and verifies identity.

Authorization: The process of giving someone permission to do or have something done. The term could also describe a process that verifies allowed access to data. Examples include accessing SirsiDynix ClientCare.

Authority control: The practice of creating and maintaining index terms for bibliographic material in a catalog in library and information science. Authority control fulfills two important functions. First, it enables catalogers to disambiguate items with similar or identical headings. For example, two authors who happen to have published under the same name can be distinguished from each other by adding middle initials, birth and/or death dates (or flourished, if these are unknown), or a descriptive epithet to the heading of one (or both) authors. Second, authority control is used by catalogers to collocate materials that logically belong together, although they present themselves differently. For example, authority records are used to establish titles. They collocate versions of a given work together even when they are issued under different titles.

AV, anti-virus software: A class of program that scans and/or monitors a computer's hard drive and other external storage devices for any known or potential viruses, Trojans, or other malware.

Backup: Data backup is the physical copying of data files to another storage device that allows the data to be duplicated and stored in another location.

Barcode: Strip of black stripes on a white label. It can be placed in various places on books and other materials and on all patrons' library cards.

Barcode scanner: A device that uses laser light to scan an item or patron's barcode (also an "input" device). This device reads the code into the CPU that brings up a patron record or a bibliographic record, or allows you to charge, discharge, or place a status on an item.

Bibliographic: Having to do with description of materials. Includes title, author, publisher, year of publication, etc.

Bibliographic citation: An entry that includes the title, author, name, name of journal, year of publication, or other publication information, and allows the researcher to locate the item.

Bibliographic control: A broad term encompassing all the activities involved in creating, organizing, managing, and maintaining the file of bibliographic records representing the items held in a library or archives.

Bibliographic database: A compilation which provides bibliographic citations as opposed to a full-text database, e.g., the library catalog.

Bibliographic record: The identifying information for material usually including the title, the author, the publisher information, the date of publication, and physical description.

Blog: Online journal whereby an individual, group, or corporation presents a record of activities, thoughts, or beliefs. May contain photographs or videos. The term originated from "Web Log" and was shortened to Blog by Jorn Barger in 1997.

Boolean logic or searching: Boolean logic or searching is the process of using **and**, **or** & **not** to limit a search. For example, smoking **and** cancer **not** cigars. In the past, Boolean logic was used to search databases. Now it can be used in many search engines to refine a search.

Born digital: Document or information created originally in electronic (digital) form, and not digitized through scanning or other means.

Borrower: A person who has a library card and thus has a patron record in WYLD. Also called patron or user.

Business continuity: After a disaster, the act of regaining full operational capability and recovering information assets to pre-disaster levels. Follows and complements disaster recovery efforts, which are focused on recovery of the most critical functions. One of the reasons that the WYLD production and test servers are kept in two different data centers is so that can we can regain full operational capability faster if one of the state's data centers has a major failure.

Cataloging: The process of capturing or recording descriptive information about items being prepared for display in online catalogs. This information requires a physical description of the item and the assignment of authoritative subject headings and call numbers. When catalogers collect this information from the actual item, this is called original cataloging. When cataloging is borrowed by other catalogers, this is copy cataloging, a legitimate practice.

CATx or data cable: Cable used to connect workstations to a switch and then to a server, etc. It has an end that looks like a bigger telephone cord end, an RJ45 connection. CAT5 is now prevalent, though CAT6 is becoming more common (2011).

Charge: To check an item out to a patron; this action connects the item record to the patron's record.

Circulation: The cycle of borrowing and returning items to the library.

Context-sensitive helps: Help screens that provide specific information about the condition or mode the program is in at the time help is sought.

Client/Server: Client/server describes the relationship between two computer programs in which one program, the client, makes a service request from another program, the server, which fulfills the request. Although the client/server idea can be used by programs within a single computer, it is a more important idea in a network. In a network, the client/server model provides a convenient way to interconnect programs that are distributed efficiently across different locations.

Cloud computing: Method of running application software and storing data in remote computer systems or data centers and providing customers or other users' access to them through the Internet. Often a fee-based service such as Amazon, Google Apps for Business, Hotmail, or DropBox.

CMS, **content management system:** A software application used to upload, edit, and manage content displayed on a website. A content management system can perform a variety of different tasks for a website including regulating when content is displayed, how many times the content is shown to a specific user, and managing how the content connects or interacts with other elements of the website. This software also enables less technically skilled individuals to manage content on a website easily without having an extensive coding background.

Command in progress: A message indicating inactivity occurring while using the Java WorkFlows client that usually indicates a telecommunications problem, i.e. a problem with the client software not being able to talk with the WYLD production server.

Compression: The reduction in size of data in order to save space or transmission time. Since graphic image file formats are usually very large files, they are usually designed to compress information as much as possible.

Conferencing: To meet in a way that may include video, audio/phone, and web.

Confidentiality of patron records: Librarians consider the protection of patrons' privacy important to protect the library's role as a provider of information to community citizens. Unless court documents require it, Wyoming state law denies other citizens and law enforcement official access to patron circulation and other related records, e. g., what patrons have checked out. Please see W.S. 16-4-203-(d)-(ix).

Connection speed: The number of units, or bits, of information transferred in a second. Bits per second is abbreviated *bps*; a thousand bits per second is abbreviated *Kbps;* and a million bits per second is abbreviated *MBps*. For example, a 14.4k modem with a connection speed of 14.4 Kbps is much slower than a cable modem with a connection speed of 1 MBps.

Consortium, consortia is the plural form: In our context, it means a group of libraries that are using the same software (SirsiDynix Symphony) and sharing the same public database (WYLDCat). Our consortium, the WYLDCat Members, has a governing board and regional council that set policies and guidelines for the WYLD libraries. The state library provides for the system administration of the SirsiDynix Symphony software.

Content filtering: On the Internet, content filtering (also known as *information filtering*) is the use of a program to screen and exclude from access or availability web pages or e-mail that are deemed objectionable.

Cookie: A small text file downloaded to the individual's hard drive by a browser or web site so that it can recognize a returning user and collect information about the user. Cookies may be permanent, temporary, or ad-related. The site "remembers" information about the user when he or she again accesses the site. A user can configure the computer to refuse cookies, but doing so may cause some sites to be inaccessible.

CPU, central processing unit: Although it is really a chip inside the box of a personal computer, traditionally it is the box with the on/off switch.

CSS, cascading style sheets: Used to format the layout of all pages in a website by defining text styles, table sizes, and other aspects that previously could only be defined in each page's HTML.

Data center: A facility that is generally identified as having a singular purpose of processing, storage, and communication of large volumes of information needed for agency operations. For instance, the WYLD production and TAZ test servers are in state data centers.

DHCP, dynamic host configuration protocol: The automatic assigning of temporary IP addresses to client machines logging into an IP network. The DHCP software, which resides in the router or a server, eliminates the need to manually assign permanent "static" IP addresses to devices. In a home network, the DHCP is typically in the wireless router or wired router.

Digital library: Collection of digitized documents, images, and sounds that can be accessed and read with computers or mobile devices.

Disaster recovery: An approach to recovering the most critical information, assets, and processing capabilities as quickly as possible in the event of a disaster.

Discharge: To check an item back into the library; this action disconnects the item record from the patron's record.

Discovery Tools: Web software that searches multiple information resources simultaneously (e.g. journal-article and library-catalog metadata) through one search query in a unified index, with the ability to integrate multiple content silos. This is faster technology than a federated search, with more complete results because it searches pre-indexed metadata from a unified index.   Examples include Serials Solutions Summon, EBSCO Discovery Service, Ex Libris Primo, and OCLC WorldCat Local. From: http://ejournals.bc.edu/ojs/index.php/ital/article/viewFile/1855/1745

Download: Transfer (as data) from one device to another.

DRA, Data Research Associates: DRA is a previous automation system used in Wyoming. DRA was a provider of client/server automation systems, networking services, and other related services, with its primary systems emphasis focusing on libraries and other information providers.

DRM, digital rights management: Technology through which the owner of a copyright can determine how, when, and how often a buyer can use the copyrighted digitized content.

DSL, digital subscriber line: A connection that makes it possible for the computers to communicate outside the library (for SirsiDynix and Internet) and is considered part of a WAN (wide area network). It determines what pieces of information (packets) need to be sent outside the library or are being received for use in the library.

eAudiobook, electronic audiobook: An audible digital recording of a book in a computer file format that can be downloaded and listened to on a computer or mobile device such as an iPod.

eBook, electronic book: A text and image-based publication in digital form produced on, published by, and readable on computers or other digital devices. EBooks are usually read on dedicated devices known as eReaders or eBook devices. Personal computers, tablets, and some cell phones can also be used to read eBooks.

eLibrary: (1) The name of the software for the patron side of the SirsiDynix system accessible via the Internet, formerly called iBistro/iLink, also called WYLDCat**. (**2) An unrelated K-12 database available through WYLD's online resources.

Email distribution lists: Lists of email addresses that allow for widespread distribution of the same information to people with like interests. For example, WYLD has distribution lists for directors, tech people, catalogers, etc.

Embedded librarian: A trend where a librarian is placed where the users are, so there is a higher level of collaboration than is usual in the traditional library setting, most often found in an academic environment.

Enterprise: "Enterprise™ is the next generation catalog discovery tool from SirsiDynix." (See http://will.state.wy.us/wyld/enterprise/index.html)
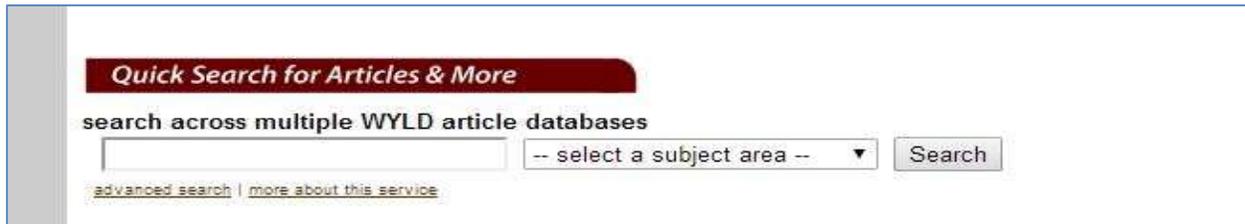
Encryption: The use of an algorithmic process to convert plain text data into a form called ciphertext so that a specific code, or 'key,' is needed to convert the ciphertext back to plaintext. Encryption is used to prevent any but the intended recipient(s) from reading the data, to ensure the integrity of the data, and, when used to encrypt transmitted data, to validate the sender.

Ethernet: A technology connecting local area networks There are protocols (rules) to control the passing of information. Ethernet connections are "hardwired," as opposed to "wireless."

Illustration used with permission from Turktelekomint International

Federated Searching: Searches of multiple databases with aggregated results. Examples of federated search software include Serials Solutions WebFeat and EBSCO Integrated Search. With federated search software, results rely on the search algorithm and relevance ranking as well as each tool's algorithms and relevance rankings.

(Illustration above shows a screen clip from gowyld.net that serves as an example of federated searching, i.e., the ability to search several resources at a time.)

Field: An area on the record that is designated for a specific purpose, i.e. "author," "title," etc.

Filtering: See "Content filtering".

Firewall: Hardware or software solution to prevent unauthorized access to a network. In a communications path, it allows or denies the continued flow of data according to a prescribed set of information security policies.

Flash/thumb drive: A portable storage device that connects to a computer with a USB connection.

Fob: A small device that replaces a key or enhances security.

FRAD, **functional requirements for authority data:** the 2009 International Federation of Library Associations and Institutions' (IFLA) recommendation for authority control. See also authority control, FRBR and RDA.

FRBR, functional requirements for bibliographic records: A 1998 recommendation of the International Federation of Library Associations and Institutions (IFLA) as a way to restructure catalog databases to reflect the conceptual structure of information resources. It uses an entity-relationship model of metadata for information objects, instead of the single flat record concept underlying current cataloging standards that includes four levels of representation: work, expression, manifestation, and item.
- a **work** *is realized through* one or more **expressions**
  - each of which *is embodied in* one or more **manifestations**
    - each of which *is exemplified by* one or more **items**.

After implementation, this may be the biggest change in cataloging in eons. A work may be printed on paper as a text or graphic novel, saved in electronic format for eReaders or eAudiobooks or in the form of a DVD or Blu-ray. Each of those manifestations of the work may take the form of an item. See also FRAD and RDA.

FTP, file transfer protocol: A protocol (set of rules) for exchange of files between computers on the Internet. Used to download files or upload web pages to a server.

Function keys: Normally, at the top of the keyboard are 12 keys that are numbered with an F in front of them. These keys can be set up to carry out a function within a module or computer program. For example, in Workflows, F5 is checkout.

GEAC: Software previously used by WYLD (a predecessor of DRA and SirsiDynix).

Governing board: The governing board administers the WYLD consortium. It consists of elected representatives by type of library: academic, special, school, large public, and small public. Other members are the president, vice president/chair of the regional council, the state librarian, and a member at large.

GoToMeeting: A commercial, web-based product that allows groups to "meet" via the Internet, providing web-based collaborative tools combined with phone conferencing. Similar to Yugma.

GUI, graphical user interface: A type of user interface that allows users to interact with electronic devices with images rather that text commands. A GUI represents the information and actions available to a user through icons. Pronounced *Gooey*.

Hardware: Actual, physical technological equipment.

Hotspot: A place that has a wireless access point that allows a connection to the Internet.

ILL, interlibrary loan: is a service offered through any library. WYLDCat users can easily request an item that is in a Wyoming library's collection. This is all done electronically. If there is no library in Wyoming that owns the title, we can use other sources, such as OCLC, to find an item from anywhere in the world and have it mailed to the library. Wyoming libraries also loan materials to other libraries anywhere in the world.

ILS, integrated library system: WYLDCat members use the SirsiDynix Symphony platform as their ILS.

IM or IMing, instant messaging: An application and supporting communications protocol that allows a person to see whether a contact is online, and if they are, to exchange messages with them. Instant messaging differs from ordinary e-mail in the immediacy of the message exchange. It makes a continued exchange simpler than sending e-mail back and forth. Most exchanges are text-only. Several vendors promote instant messaging products and some of their services allow for attachments. Some libraries provide IM reference service.

Information. The term information technology includes computer equipment, communications equipment, software, hardware, firmware, magnetic storage media, IT support equipment, and related resources.

Information literacy: According to ALA, Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

Information security: Protection of the confidentiality, integrity, and availability of information in any form: written, spoken, printed, or electronic.

Input device: Mouse, keyboard, or something that sends an input signal to a computer.

IP address, Internet protocol address: It works like the address on your house.

ISBN, international standard book number: is the number each book is assigned when it is published.

ISSN, international standard serial number: is used for periodicals and items that are produced in a series.

Intellectual property rights: Conceptual property that has commercial value, including copyrighted or trademarked property such as literary or artistic works or information such as patents, business methods, or industrial processes. See DRM.

Intranet: A network that only allows access to specified members. Used to share information. It is generally used as a network within a building or business.
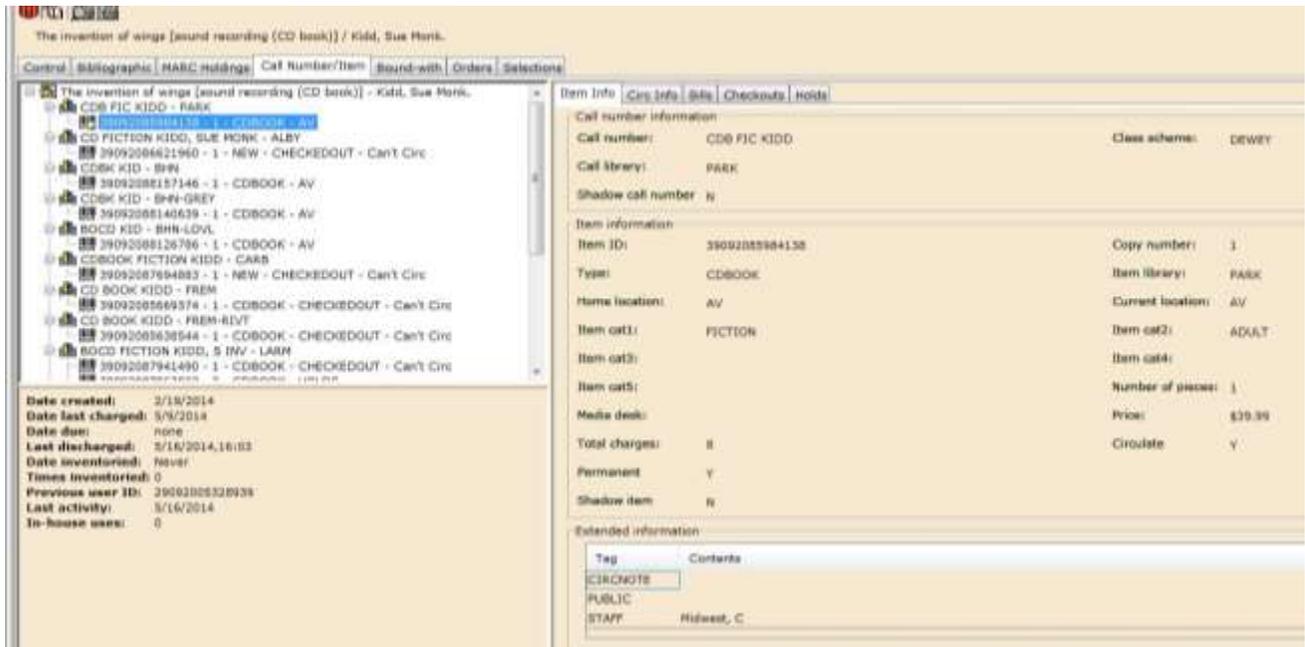
IT, information technology: Any equipment, interconnected system, or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data.

IT security: The elements of information security that directly address technical and non-technical controls implemented to protect the confidentiality, integrity, and availability of IT resources.

IT security awareness: An initiative that sets the stage for IT security training by changing organizational attitudes to realize the importance of IT security and the adverse consequences of IT security failure. Further, an IT security awareness program continually reminds users of the importance of IT security and the procedures to be followed.

Item: An item is a single piece of material.

Item record:

Displays identifying information about the material: barcode number, location, call number, item category, and price. It links to a bibliographic record. An item record may have multiple volumes, tapes, disks, etc.
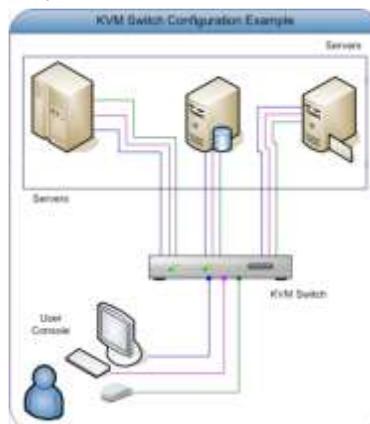
Item type: A SirsiDynix term that defines kinds of materials. Item type plus location plus home library determines the item's circulation rule. Item type is a major description in reports. Libraries select the item types they will use from the WYLD approved list -- http://will.state.wy.us/wyld/technotes/note061.cfm

Java: A programming language expressly designed for use in the distributed environment of the Internet. It is similar to the "look" of C++ language but is simpler to use.

JWF, Java WorkFlows client: The SirsiDynix software which is used to conduct the day-to-day business of the library.

KVM switch: A device that allows a single keyboard, video monitor and mouse to control more than one computer at a time.

LAN, local area network: Computers, printers, servers, switches, and data wiring that connect together to allow sharing of files, e-mail, etc. among all devices in a facility.

LeaderPhone: A service provider that allows for conferencing over the phone.

Link resolver: Software that brings together information about the cited source, the user, and the library's many subscriptions, policies, and services. For the software to work, the content providers must be willing to participate as sources (databases or sites that can provide a link from a reference).

Linking: The process of including an identifying number, usually a barcode, into an item record in an online catalog. This "links" a bibliographic record, containing title, author, etc., with a library's particular item.

LSTA, Library Services and Technology Act: A federally funded program that provides money supporting statewide programs in line with federal priorities and goals. It is administered by the Wyoming State Library within the framework of a five-year plan.

Malware: Short for malicious software, consists of programming (code, scripts, active content, and other software) designed to disrupt or deny operation, gather information that leads to loss of privacy or exploitation, gain unauthorized access to system resources, and other abusive behavior. The expression is a general term used by computer professionals to mean a variety of forms of hostile, intrusive, or annoying software or program code.

MARC, machine readable cataloging: MARC bibliographic records contain data about library holdings in a standardized computer format.

Mashup: In web development, a mashup is a web page or application that uses or combines data or functionality from two or many more external sources to create a new service.

Modules:

| Cataloging | Circulation | Inventory | Offline | Outreach | Reports | Serial Control | Utility |

A SirsiDynix database program that uses WYLD to perform various related functions:
1. Circulation
2. Acquisitions
3. Serials
4. Reports
5. Reserve Room
6. Cataloging

Network: A system for communication between two or more computers.

Network device: Computer equipment that provides services necessary to a network (e.g., router, switch).

NIC: Network Interface Card. This is either a narrow piece of plastic with circuits on it that is inside the CPU or integrated on the motherboard. All computers that are connected together on the Local Area Network have a card like this in them. The client or workstation and file server communicate using this card.

Notepad: A basic type of word processor program that comes with a Windows PC. Notepad also may be used to create HTML pages. To open, click Start > Programs > Accessories. See also *WordPad*.

OCLC, Online Computer Library Center: A worldwide library cooperative, owned, governed, and sustained by members since 1967. It started as a small group of Ohio library leaders who believed that working together, they could find solutions to the day's most pressing issues facing libraries They began with the idea of combining computer technology with library cooperation to reduce costs and improve services through shared, online cataloging. Today, that idea of using technology to extend cooperation has grown into a worldwide organization in which almost 25,900 libraries, archives, and museums in 170 countries are members. The shared cataloging service is among the busiest in the world, enabling libraries each year to catalog more than 247 million items. These records are accessible electronically and are downloaded into our SirsiDynix WYLDCat database. Original cataloging of a new book or item is very time intensive. Copy cataloging is much more efficient because it uses existing records from OCLC or other sources and modifies them for user libraries by complying with the WYLD Database Guidelines.

OCR, optical character recognition: The process by which a computer attempts to match up parts of an electronic image, typically the result of scanning a printed page, with characters, such as letters, to produce a file containing text.

Offline: The terms "online" and "offline" (also stylized as "on-line" and "off-line") have specific meanings in regards to computer technology and telecommunications. In general, "online" indicates a state of connectivity, while "offline" indicates a disconnected state.

Online resources: Sources such as databases, digital collections, and websites which are available through a network or through the Internet. Libraries purchase subscriptions to various online resources that allow library users to look up information.

OPAC, online public access catalog: An electronic catalog of a library's holdings, usually searchable by author, title, subject, keyword, and call number. Thousands of OPACs from libraries all over the world are available on the World Wide Web.

Optical device: A device that can read or scan images or text and transfer them into a digital format.

OS, operating system: The software that operates a computer or device, e.g., Windows Vista or 7, Apple Leopard, Linux, Android, etc. Operating systems can be categorized by technology, ownership, licensing, working state, usage, and by many other characteristics. In practice, many of these groupings may overlap.

OSS, open source software: Software available free of charge as an alternative to conventional commercial models. Open source software can be used and disseminated at will, and the source code is open and can be changed as required.

Overlay: The process of replacing existing data with new data. See the SirsiDynix WorkFlows help FAQ Overlaying Bibliographic Records.

Patch: A small piece of code inserted into a program to improve its functioning or to correct an error.

Patron: The person using a library. Also referred to as user, end user, customer, borrower, or client.

Patron privacy: The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information. This commitment is implemented locally through development, adoption, and adherence to privacy policies that are consistent with applicable federal, state, and local law. Everyone (paid or unpaid) who provides governance, administration, or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each others' privacy. Wyoming addresses this particularly in W.S. 16-4-203-(d)-(ix):

> (d) The custodian shall deny the right of inspection of the following records, unless otherwise provided by law.
> (ix) Library patron transaction and registration records except as required for administration of the library or except as requested by a custodial parent or guardian to inspect the records of his minor child;

Permalink: A permalink, or permanent link, is a URL that points to a specific web resource after it has passed from the front page to the archives. Because a permalink remains unchanged indefinitely, it is less susceptible to broken links or Error 404 messages

Personally identifiable information "Specific data, elements of non-specific aggregate data, or other information that is tied to, or otherwise identifies, an individual or that provides information about an individual in a way that is reasonably likely to enable identification of a person as an individual and make personal information about them known. PII includes, but is not limited to, first and last name, initials, photograph or other image or description, residence or other physical address, electronic mail address, telephone number, birth date, driver's license or other identification card number, bank account number, credit or debit card information and social security number." from the State of Wyoming IT policies glossary,
https://docs.google.com/a/wyo.gov/document/d/1I72ZchJxazqZKv2um89YTqoQ6rQd3qdjFzDOx0Kcn7o/view

PII - abbreviation for "personally identifiable information." See "Personally identifiable information."

Privacy: See Confidentiality, Patron privacy, USA PATRIOT Act.

Properties: Refers to the settings of all SirsiDynix WorkFlows functions (or Wizards) that can be changed to suit the needs of the work station or the user. For example, you can set the properties so the default in the "Display Item" Wizard is set to search by title or by barcode number, etc.

Proprietary software: The term proprietary software is often used to mean computer software which is neither free nor open source.

Public network: (1) A network to which the public may connect. It may be in libraries, hospitals, book stores, coffee shops, and motels. A staff or private network is not accessible to the public. (2) One that is not directly under the control of the state or one of its agencies, e.g., the Internet.

QR, quick response codes: A type of barcode that consists of a printed square pattern of small black and white squares that represent numbers and letters. The codes are read with laser scanners, cameras, or smart phones. They are most often used in advertising to encode an Internet address.

RDA, resource description and access: A new national cataloging format that will replace AACR2. A new cataloging standard using FRBR (functional requirements for bibliographic records) and FRAD (functional requirements for authority data).

Regional Council: Seven-member board of the WYLDCat members elected from the six regions of the state and responsible for recommending to the consortium governing board services to add or drop from the WYLD system and managing technical and procedural issues.

RFID, radio frequency identification: A system using a radio transmitter contained in a small tag and receiver linked to a database to track items. In libraries, a tag or tags are put on every item the library owns. The information is linked to a barcode in the library database and/or a security system. Also used for inventory control in stores.

Router: Directs Internet traffic along its way, either in an individual's home connection, a business's commercial one, or a larger one that sends many packets on to the next router. They have data packets coming in and data packets going out. Larger ones can read a packet's address and check an address book to determine where to forward it.

RSS, rich site summary: A format for delivering regularly changing web content. Many news-related sites, weblogs and other online publishers syndicate their content for those who want it.

SaaS, software as a service: Software that is available for users to access in the cloud (on the Internet) rather than through programs loaded on local servers or PCs. The data is also saved in the cloud. This allows for access from anywhere, faster updating, and more secure storage, etc.

SD, SirsiDynix: The company that provides the integrated library system (ILS) software used by WYLD libraries throughout the state. The Wyoming State Library contracts with this company to provide the software modules or sub-systems for WorkFlows, acquisitions, circulation, cataloging, reserves, serials, and the online catalog. Each participating library pays fees for using this system.

Search engine: Any computer program that allows you to search for information in a database or on the Internet. There are many search engines on the Internet; the most common ones are Google, Bing, Ask, etc.

Selfcheck: Library users can check out items for themselves without staff assistance using the software and supporting hardware. Generally there is an infrared scanner to read the user barcode, bring up the record, and scan the item's barcode or RFID code

At left, Selfcheck kiosk, Campbell County Library, Gillette, Wyo.

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Server: A computer that makes files, application, websites or other resources accessible to users of a network or the Internet.

Sirsi: The name of the software company used by WYLDCat members prior to its acquiring the Dynix Corporation in 2005. We migrated to Sirsi in July 2002.

Skills checklists: A series of pages on the Wyoming State Library website that describe the skills that library employees should try to learn for various aspects of their library tasks. Access to the checklists is through this URL: http://will.state.wy.us/wyld/network/committees/training/training.cfm

Smartphone: A mobile phone with a faster processor, bigger memory, Internet access, and programs that allow special functions included with the initial purchase (address book, calendar, camera, games, calculator, video, web browser) and additional download applications (such as BookMyne, Ebsco, Freading, Mango, Overdrive, and social media, news, games.) Some may be synched with external software. Operating systems include Android, Blackberry, Linux, Windows OS, and Apple iOS. More and more users are purchasing them.

Software: General term used to describe computer programs. Software is not physical, like hardware, and it consists of binary code stored on a computer's hard drive which is designed to accomplish certain tasks. Operating systems, programs, applications, etc. are examples of software.

Standalone: (1) SirsiDynix offline backup system; (2) computer that is not connected to a network.

Stylesheet: Guideline for desktop publishing and programming web pages in a variety of formats, so that they can be read consistently in a variety of browsers and languages. Set by the Worldwide Web Consortium (W3C). Currently includes CSS, HTML, XML, and CSAS. Other accesses, for instance for people with visual disabilities, are under development.

Switch: Device that forwards data to other segments of a network.

Symphony: The SirsiDynix software package (currently 2013) used by WYLD system libraries that includes eLibrary and WorkFlows. Unicorn was the former package used. Horizon is another that the company provides.

Technotes: A series of online documents developed by the state library's WYLD Support Staff to provide Wyoming specific information and guidance on SirsiDynix related issues. Numbered and dated, the Technotes can also be browsed by SD module. Currently Technotes support the Java client software. They are available on the WYLDCat Members' web page at
http://will.state.wy.us/wyld/technotes/

Thin client: Stations that have no hard drives but access programs and software from servers.

Upload: To transfer programs or data over a digital communications link from a smaller or peripheral "client" system to a larger or central "host" one.

URL, uniform resource locator: This is the "address" for a web page. A library's website address is an URL.

USA PATRIOT Act: Became law Oct. 26, 2001, after the Sept. 11 terrorist attack in New York City. USA PATRIOT is an acronym which stands for "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism." It broadened law enforcement's ability to investigate electronic records. It concerns librarians because it can potentially interfere with library users' intellectual freedom and privacy.

User: A person who visits a library to check out physical items or to use resources which may include computers at the library which access the library catalog, electronic resources, email, or websites. A user would also include anyone who logs in remotely to the library's website, catalog, or electronic resources. Also referred to as patron, end user, customer, borrower, or client.

User experience: The way in which a library user navigates, perceives, and responds to a system, service, or product.

User interface (UI): A system by which a user interacts with a computer or some other device. See http://en.wikipedia.org/wiki/User_interface#Types for a list of various types of user interfaces.

VDX: A third party software vendor that interfaces with SirsiDynix Symphony and manages the interlibrary loan requests made by library users.

Value added card: Provides a system where you can create a monetary account linked to your library card number. You put money on this account, and then when you print or pay fines, it deducts the amount from your account.

Virus: A piece of programming code usually disguised as something else that causes some unexpected and, for the victim, usually undesirable event and which is often designed so that it automatically spreads to other computer users. Viruses can be transmitted by being sent as attachments to an e-mail note, as download-infected programming from other sites. They may also be present on a flash drive, CD, etc. The best protection against a virus is to know the origin of each program or file you load into your computer or open from your e-mail program.

Virus detection/protection Software that scans a computer to prevent, detect, and eliminate or quarantine some forms of malware, such as a virus, worm, spyware, etc. It usually includes an update feature.

VoIP, voice over Internet protocol: Utilizes the Internet rather than the public switched telephone network (PSTN) to deliver voice communications.

Webinar: A lecture, presentation, seminar, or workshop delivered via the Internet.

WAN, wide area network: Computer communication technologies used to transmit data over long distances. Can be public or private networks or a hybrid. The State of Wyoming government, most ISPs, and some counties have WANs.

WAP, wireless access point: A device that acts like a hub/switch to connect to a wired LAN but allows access from a wireless network card in the computer.

WiFi or Wi-Fi: Refers to having a wireless connection to a network. See "Wireless."

Wiki: A collaborative website which allows subscribers to edit and modify content. Several wikis are used as platforms for one or more WYLD online resources. A wiki differs from a blog, which does not allow the author to add and alter content, but does allow comments from readers.

WILL: The original acronym describing the online presence of the Wyoming State Library. It stood for "Wyoming Information and Library Link," as written in a 1996 brochure, "Wyoming's government and library information at your fingertips!" Currently, it is the first part of the URL for the state library: http://will.state.wy.us/

Wired: Using wire to provide internet based communications via phone networks, cable television, or fiber-optics.

Wireless: In networking, wireless means using radio waves and/or microwaves to maintain communications in place of wires for connection.

Wireless network card: A wireless card (wireless network interface controller or WNIC) which connects to a radio-based computer, i.e., Wi-Fi network. It uses an antenna to communicate through microwaves, often through a USB or Bluetooth interface with a computer.

Wizard: An interactive utility in WorkFlows that leads a user through all the steps required to complete a task. There are wizards for checking out, placing holds, billing a user, etc.

Workstation: Another term for a computer, monitor, and keyboard setup.

WYLD: An acronym for Wyoming Libraries Database.

It has come to represent more: the joint catalog, resource sharing, professional development, and statewide licensing and purchasing of electronic resources, to name a few items.

WYLD has developed a strong brand and name recognition within Wyoming. The WYLD name is now sometimes used to refer to the catalog and sometimes to the collaborative efforts by all Wyoming libraries to provide information to the state's residents.

WYLDCat Member(s): Those who share the Wyoming Library Database (WYLD).

A member is an agency which utilizes primary subsystems of the shared integrated library system's (ILS) server(s) operated by the Wyoming State Library, adds records to the database, and is willing to lend to other WYLD libraries and share fees. Membership in WYLDCat is open to legally established publicly funded libraries or library units within legally established not for profit entities in Wyoming.

Wyoming Public Records Act: Sections 16-4-201 through 205 of Wyoming statutes that define what constitutes a public record and details the responsibility for protection and disposition of these records.

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