



## Shortgrass Library System Glossary

**AAMDC:** Formerly the Alberta Association of Municipal Districts and Counties. An independent association comprising Alberta's 69 counties and municipal districts. Now known as RMA.

**ALA:** American Library Association.

**ALC:** Alberta Library Conference. The Alberta Library Conference is the premier annual conference hosted by Library Association of Alberta & Alberta Library Trustees Association.

**ALTA:** Alberta Library Trustees' Association. <http://www.librarytrustees.ab.ca/>

**Ancestry Library Edition:** Online genealogical resource. Generally available for in-library use only, was made available for access from home with a valid library card during the COVID-19 pandemic. Paid for by SLS member libraries.

**AUMA:** Alberta Urban Municipalities Association. Represents urban municipalities including cities, towns, villages, summer villages and specialized municipalities.

**Bibliocommons:** The online catalog, accessible through a website, that allows library patrons to find library materials, access their account and interact with other users.

**Bibliographic Records:** An entry in a bibliographic index (or a library catalog) which represents and describes a specific resource.

**BISAC: Book Industry Standards and Communications.** The BISAC Subject Heading list is an industry-approved list of subject descriptors, each of which is represented by a nine-character alphanumeric code. The descriptor itself consists of two, three or four levels.

**Brooks Bulletin Archive:** Digitized microfilm editions of the Brooks Bulletin for the period 1910 to 2012. Paid for by Brooks Public Library.

**Bylaws:** The legal documents for an organization that outline the formal rules and regulations governing its operation. Bylaws must be approved by the membership of the organization and filed with the appropriate government agency. According to the Libraries

Act, public library boards may pass bylaws for the safety and use of library facilities. These bylaws protect your library, and the people and things within it.

**Calgary Herald Archive:** Complete cover-to-cover electronic issues of the Calgary Herald for the period 1883 to 2010. Paid for by TAL member libraries.

**Cantook Station:** eBook lending platform licensed by Public Library Services Branch to host the Read Alberta eBook and Prairie Indigenous eBook Collections .

**CELA:** The **C**entre for **E**quitable **L**ibrary **A**ccess acquires, produces, and distributes published works in alternative formats to Canadian public libraries and provides public libraries with advice, training, and information to support their patrons' access to and use of these collections (formerly the CNIB library). Paid for by PLSB.

**Ceridian:** Payroll Service Provider for Shortgrass Library System.

**Conflict of Interest:** A situation that creates a conflict between a board member's duty to act in the best interests of the organization and his/her own personal interests.

**Consumer Reports:** An online version of the world's largest independent product testing organization resources. Accessible with a valid public library card. Paid for by SLS member libraries. <http://shortgrass.ca/consumer-reports>

**CVS:** CVS Midwest Tape is the main distributor of DVDs, Blu-rays, CDs, Audiobooks, and Playaways to Shortgrass member libraries.

**D2D:** see Relais D2D

**Dewey Decimal System:** The most widely used method for classifying books in the library world. Also known as DDC or Dewey Decimal Classification.

**Donation:** Library materials acquired outside of the materials allotment fund.

**Electronic resources/Eresources:** Library materials in digital format and accessible by patrons electronically and/or from outside the library facility.

Eresources currently available at Shortgrass Library System member libraries:

- Ancestry Library Edition
- Brooks Bulletin Archive
- Calgary Herald Archive
- CELA
- Consumer Reports
- Gale Courses
- Gale Primary Sources
- NNELS
- Overdrive
- Prairie Indigenous eBook Collection

- PressReader
- Pronunciator
- Read Alberta eBooks
- Solaro
- Tumblebooks

**Gale Courses:** An online learning library resource. Paid for by Shortgrass.  
[shortgrass.ca/learning](http://shortgrass.ca/learning)

**Gale Primary Sources:** A digital archives program from Gale, which publishes in core and unique areas of study, such as Indigenous and Native Peoples, Colonization of North America, World History, and much more. Part of the eresource offerings from Shortgrass member libraries, available for free with a valid library card. Paid for by TAL member libraries.

**Governance:** How the board exercises its authority, control and direction over the organization on behalf of the members. It is the responsibility of the board that is carried out through the development of policy.

**hoopla:** An online resource, providing access to movies, television programs, music, audiobooks, comics, and eBook titles. Partially funded by PLSB (Public Library Services Branch). [shortgrass.ca/hoopla](http://shortgrass.ca/hoopla) This resource is no longer available at Shortgrass since December 2018, when PLSB funding ended.

**ILL:** Inter-Library Loan. A service through which library patrons may borrow items that are not found in the Shortgrass Library System collection.

**ILS:** Integrated Library System. An enterprise resource planning and record keeping system for libraries, used to track items owned, orders made, bills paid, and patrons who have borrowed items.

**Implementation:** Conducting the organization's day-to-day operations and delivering the programs and services. This is done by staff.

**LAA:** Library Association of Alberta. <https://www.laa.ca/>

**LC Subject Headings:** Library of Congress Subject Headings. A thesaurus of subject headings, which are maintained and authorized by the United States Library of Congress, for use in bibliographic records.

**Library Manager:** A staff member in charge of a local public library.

**Management:** Interprets, supervises and implements the board's policy. Allocates resources according to board policy. Plans and coordinates the organization's day-to-day operations and reports to the board on the progress and state of the organization.

Management of a not-for-profit organization is done by the senior staff person or by the Executive Committee of the board.

**MARC: Machine-Readable Cataloging record.** "Machine-readable" means that one particular type of machine, a computer, can read and interpret the data in the cataloging record.

**Materials Levy/Materials Transfer:** A per capita dollar amount, which is set each year by the Shortgrass Board of Trustees. It determines the minimum contribution expected from each library towards materials purchases.

**Member Library:** Autonomous public library in a municipality that has chosen to become a member of Shortgrass Library System.

**Municipal Levy/Municipal Transfer:** A per capita fee that is set yearly by the Shortgrass Board of Trustees to be paid by each member municipality to participate in the Library System.

**NNELS:** The **N**ational **N**etwork for **E**quitable **L**ibrary **S**ervice is a repository of content owned and sustained by Canadian public libraries, working with international partners, libraries, readers, and publishers (particularly Canadian ones) to make copies of books in accessible formats available to readers in Canada who have print disabilities. Paid for by PLSB.

**Not-for-profit:** A group of people organized for a purpose other than making a profit. This term recognizes that organizations can appropriately generate surpluses over and above expenditures, which are used for the betterment of the organization, and are not shared among the members as profit.

**OCLC:** OCLC is a global library cooperative that provides shared technology services, original research and community programs for its membership and the library community at large. OCLC is the vendor providing the Relais D2D Inter Library Loan software to the province and the EZproxy remote access software to Shortgrass Library System.

**OverDrive:** A US-based digital distributor of eBooks, eAudiobooks, music, and video titles. Invoices are paid in US dollars. Platform fee paid by Shortgrass. Member libraries contribute a portion of their materials allotment to fund weekly group eBook purchases. Libraries may also place one-off purchases using their allotment.

**PLA:** Public Library Association, based in the US.

**PLSB:** Public Library Services Branch. A business unit of Alberta Municipal Affairs. Provides provincial grant funding and other support services to regional library systems and community libraries.

**Policy:** A consistent course of action. Policies are adopted by the board and give direction to the organization. To be most effective, policies should be written down and reviewed regularly.

**Policy Governing Board:** A board which deals primarily with planning, determining direction of the organization, and creating and evaluating major policies. A senior staff person is hired to manage the implementation of the policies.

**Prairie Indigenous eBook Collection:** eBook titles from publishers in Manitoba, Saskatchewan and Alberta covering stories by Indigenous authors and writings about Indigenous culture. Hosted on the Cantook Station platform and paid for by PLSB.

**PressReader:** Online newspaper kiosk. It provides access to electronic copies of thousands of newspapers from 100 countries in 60 languages, including the Medicine Hat News. Up to 90 days of back issues are available. One of the eresources offered by Shortgrass member libraries, accessible free with a valid library card. Paid for by PLSB.

**Pronunciator:** Online language learning service which provides courses for over 150 languages. Paid for by PLSB.

**RBDigital:** Recorded Books, a discontinued online content vendor which sold eAudiobooks, eBooks, and eMagazines. RBDigital merged with Overdrive in 2020 and all eContent is now available exclusively through the Overdrive platform.

**RDA:** Resource Description and Access. A standard for descriptive cataloging initially released in June 2010, providing instructions and guidelines on formulating bibliographic data.

**Read Alberta eBooks:** Award-winning Alberta-published eBooks from 24 publishers. Hosted on the Cantook Station platform and paid for by PLSB.

**Relais D2D:** Provincial Inter-Library Loan software, supplied by OCLC (vendor). Paid for by PLSB. .

**RISE:** The RISE Network (originally the Rural Information Services Initiative). Links approximately eighty libraries and five library system headquarters via a video-conferencing network. Shortgrass and Chinook Arch were founding members. Shortgrass withdrew its membership on November 30th, 2016. *That the SLS Board approve the cancellation of the RISE membership. Motion 201611305*

**RMA:** Rural Municipalities Association. An independent association comprising Alberta's 69 counties and municipal districts. Formerly known as AAMDC (Alberta Association of Municipal Districts and Counties).

**Solaro:** A study help and exam preparation tool for students in grades 3 to 12 based on the Alberta curriculum. Part of the Shortgrass member library eresource offering. Paid for by SLS member libraries.

**TAL:** The Alberta Library. A library consortium that facilitates cooperative activities among Alberta's libraries.

**TAL Online:** Alberta wide library catalogue that allowed searching of public and academic library catalogues. Was used for Inter Library Loan before implementation of Relais.

**Trustee:** An individual elected or appointed to govern the organization.

**Tumblebooks:** An online animated picture book resource. Paid for by SLS member libraries.  
[shortgrass.ca/tumble](http://shortgrass.ca/tumble)

**ULS: United Library Services** is a Canadian book wholesaler based out of Calgary and the main vendor for books acquired by Shortgrass member libraries.

**Whitehots:** A Canadian library wholesaler based out of Ontario, utilized by Shortgrass member libraries.