

TABLE OF CONTENTS

The Library (<i>What Is There For You?</i>)	1
Alphabetical Order	2
Parts of a Book	3
Using the Parts of a Book	4
Fiction and Nonfiction	5
The Dewey Decimal System	6
The Ten Dewey Categories	7
Understanding Dewey Numbers	8
Using Dewey Decimal Numbers	9
What Is a Card Catalog?	10
Using the Card Catalog	11
A Close Look at Catalog Cards	12
The Catalog in Other Forms (<i>Microfiche and Microfilm</i>)	13
Computerized Catalog Information	14
Finding Books on Customs and Folklore	15
Items Shelved in Other Ways	16
General Reference Books	17
The Encyclopedia: A Beginning Point	18
Readers' Guide to Periodical Literature	19
Biographies	20
Collective Biographies	21
Children's Book Awards	22
Selecting Fiction	23
Selecting Nonfiction	24
Borrowing Library Books	25
Library Review—Part 1	26
Library Review—Part 2	27
Certificate of Accomplishment	28

This book presents a modern approach to the teaching of basic library skills through the use of 27 student work pages. (An award certificate appears on page 28.)

It is designed to be used by classroom teachers or school librarians with students in the intermediate grades.

Access to a school or public library is important. Many of the activities require library visits.

The information about computerized library services represents the rapidly changing library scene. Many public libraries are in transition, moving from traditional card catalogs to computers, from the traditional printed word to the word on microfiche and microfilm.

Students should be aware of the fact that technology is influencing the library world.

The Library

What Is There For You?

A *library* is a place where books and other materials are available for borrowing. A library is also a place for study and research. The materials in a library can help you discover more about the world of the past, the present, and the future.

There are three types of libraries: public libraries, school libraries, and special libraries, like police, museum, and newspaper libraries. Some libraries are called Resource Centers or Media Centers because they contain more than just books.

There are two types of books in libraries, *fiction* and *nonfiction*. Fiction books are not true stories. They contain imaginary characters and events. Nonfiction books are based on facts. Astronomy, music, and crafts books are examples of nonfiction books.

Fiction books are arranged on shelves in alphabetical order by the authors' last names. Nonfiction books are arranged by subject following a method called the *Dewey Decimal System*.

Librarians arrange books from left to right on shelves, beginning at the top. Before a book is placed on a shelf, its spine is marked so it can be found quickly.

The basic method for finding books on the shelves is a card file, arranged alphabetically. Most school libraries have drawers filled with cards which list the title of each book, its author, subject, and where it can be located. This system is called the *card catalog*.

Most public libraries have updated their card catalogs by putting them on microfilm, microfiche, or compact discs. Information about every book and piece of material in the library is found in these catalogs.

A librarian is a person who can help you find books, use the card catalog, and check in and out the materials you borrow.

1. What is a library? _____

2. What is fiction? _____

3. What is nonfiction? _____

4. a. What system is used to arrange nonfiction books? _____

b. With this method, books are arranged by _____

5. What can be found in a library card catalog? _____

6. How are fiction books arranged on shelves? _____

Alphabetical Order

The library is a place in which everything is arranged in *alphabetical order*. You will need to use alphabetizing skills to:

1. use the library card catalog.
2. find a book on the shelf.
3. use reference books, such as dictionaries and encyclopedias.
4. use the index and glossary of a book.

A. Book Titles

Books by the same author are grouped alphabetically according to title. Write the following titles in alphabetical order. Remember to look carefully at the second letter of each word.

<i>Snakes</i>	<i>Space Exploration</i>	<i>Sunday Doll</i>
<i>Seashells</i>	<i>South Africa</i>	<i>String Games</i>

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

B. Finding Books by Authors' Names

Write the following authors' names in alphabetical order by the last names. Two people with the same last name will be placed in alphabetical order by the first names.

Beverly Cleary	John Christopher	Judy Blume
Mildred Taylor	Laura Ingalls Wilder	Ellen Raskin
Betsy Byars	Matt Christopher	

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

C. Words in a Dictionary

These words all appear on the same page of a dictionary. Look at the third letter of each word. Write the words in alphabetical order.

rhombus	rheumatism
rhapsody	rhubarb
rhythm	rhinoceros

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

D. Topics

All of these topics from an encyclopedia begin with the same three letters. Look carefully at the fourth or fifth letter of each word and write these topics in alphabetical order.

brain	Brazil
Braille	brass
bran	braiding
brakes	Brachiosaurus

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Parts of a Book

Books, especially nonfiction books, have many different parts to make them easy to use and read. Look at one of your textbooks and see if you can find each of the following parts.

The *title page* is the first page in the book. It tells the title, author, illustrator, and publisher.

The *preface* is an introduction to the book, generally written by the author. It usually follows the title page.

The *table of contents* is a list of chapters or topics with the page number on which each begins.

The *text* is all the information written by the author. This is the main part of the book.

The *glossary* is an alphabetical list of definitions and pronunciations of special or unusual words. It follows the text of a book.

The *appendix* is extra information near the end of a book. A *bibliography*, which is a list of other books on the same or related subjects, is often included in the appendix.

The *index* is an alphabetical list of topics included in the text. The index shows the page numbers on which each topic can be found. The index is usually at the end of the book.

A. Complete each sentence by writing the part of a book that will make the sentence a true statement.

1. The main part of a book is the _____.
2. The name of the book and its author can be found on the _____.
3. The _____ contains extra information and sometimes a bibliography.
4. Following the title page is the _____, an introduction to the book.
5. The _____ is an alphabetical list of topics and their page numbers.
6. A list of chapters and their page numbers is called the _____.

B. Use your social studies textbook to answer the following questions.

1. How many pages of text are in your textbook? _____.
2. What is the title of your book? _____.
3. When was this book published? _____.
4. How many chapters are in this book? _____.
5. a. Does your book have a glossary? _____.
b. Does it have a bibliography? _____.
6. Look in the index and write two page numbers on which maps can be found. _____ and _____.
7. Write a page number on which a picture can be found. _____.

C. Use your science or health book to answer all of the questions in part B. Write your answers on a separate sheet of paper.

1. Could you answer question 6? _____ Explain. _____