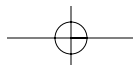
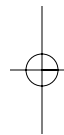
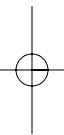
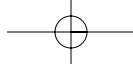
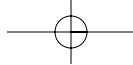


---

# Getting to Know Your Library Media Center





# Mapping the Library Media Center

## To the Instructor

How many times a day do students ask, "Where can I find ...?" or "Where is ...?" One way to develop independent learners at every grade level is to spend time at the beginning of each school year reviewing the arrangement of materials in your library media center.

## Objectives

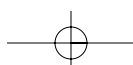
1. Students become familiar with the library media center by completing outline maps or by creating their own maps of the library.
2. Students understand where to locate various source materials in the library.

## Materials

### Transparencies

- 1.1 Library Media Center Floor Plan
- 1.2 Dewey Decimal Classification List
- Transparency of your library floor plan (no page)

Representative materials from the library shelves



## Teaching and Preparation .....

1. Conduct a tour of the library media center.
2. Use a transparency to review the organization of your library resources. Modify the transparency to meet your needs.
3. Introduce the types of materials in your library.
4. Review the various tasks that would be carried out at the circulation desk and search stations.
5. Have students complete maps and other activities.
6. Review Internet references

<http://lii.org> (Librarians Index to the Internet)

<http://www.loc.gov> (Library of Congress)

<http://www.ipl.org> (Internet Public Library)

<http://www.xrefer.com>

<http://www.ed.gov/> (Department of Education)

## Activities .....

1.1 Library Map Labels

1.2 Create an Outline Map

1.3 Location, Location, Location (Note: Crossword puzzle was made with the use of <http://www.puzzlemaker.com>.)

Students map the library media center on their own. Variation: students design their own library media center. (no page)

Compare Dewey Classification sections with sections in your library. (no page)

## Worksheets .....

1.1 Scavenger Hunt

1.2 Location, Location

1.3 Fiction/Nonfiction Order

1.4 Titles to Locate

1.5 Where Can I Find It?

## Games .....

- 1.1 Plant a Flag
- 1.2 Team Plant a Flag
- 1.3 Plant a Flag—Individuals
- 1.4 Trivia Research

## Connections to the Curriculum .....

Locate the sections of the library where you will find the following:

- Art—artist biographies
- Language arts—spelling word list—dictionary
- Math—math games—Dewey section 510
- Music—recording of Mozart—audio collection
- Physical education—athletic records—Dewey section 030
- Science—*National Geographic* article about ants—periodicals
- Social studies—video of prehistoric animals—video collection

## Answer Key .....

### ACTIVITY 1.4

Crossword puzzle answers appear on the page following the puzzle.

### WORKSHEET 1.1

- |                       |                 |               |
|-----------------------|-----------------|---------------|
| 1. Dictionary         | 5. Biography    | 8. Dictionary |
| 2. Card catalog       | 6. Thesaurus    | 9. Newspaper  |
| 3. Almanac            | 7. Encyclopedia | 10. Atlas     |
| 4. Dewey/Encyclopedia |                 |               |

### WORKSHEET 1.2

Location answers will vary.

- |                       |                      |                              |
|-----------------------|----------------------|------------------------------|
| 1. Circulation desk   | 5. Reference section | 9. Newspapers                |
| 2. Card catalog       | 6. Biography section | 10. New acquisitions section |
| 3. Paperbacks section | 7. Dictionary        |                              |
| 4. Card catalog       | 8. Computer          |                              |

**WORKSHEET 1.3****Fiction**

- |          |          |           |
|----------|----------|-----------|
| 1. F/ADA | 5. F/CLE | 8. F/LIT  |
| 2. F/ALC | 6. F/FAR | 9. F/SAC  |
| 3. F/BIA | 7. F/GIP | 10. F/SPY |
| 4. F/CLE |          |           |

**Nonfiction**

- |              |              |               |
|--------------|--------------|---------------|
| 1. 385/DAY   | 5. 636.7/POS | 8. 796.6/EVA  |
| 2. 387/HOA   | 6. 636.8/FED | 9. 796.7/RAD  |
| 3. 568/DAL   | 7. 793.7/AND | 10. 798.2/GRE |
| 4. 636.6/ZIM |              |               |

**WORKSHEET 1.4**

- |               |               |                       |
|---------------|---------------|-----------------------|
| 1. Nonfiction | 5. Fiction    | 8. Fiction            |
| 2. Reference  | 6. Nonfiction | 9. Nonfiction         |
| 3. Fiction    | 7. Reference  | (10). Answers 6 and 9 |
| 4. Reference  |               |                       |

**WORKSHEET 1.5**

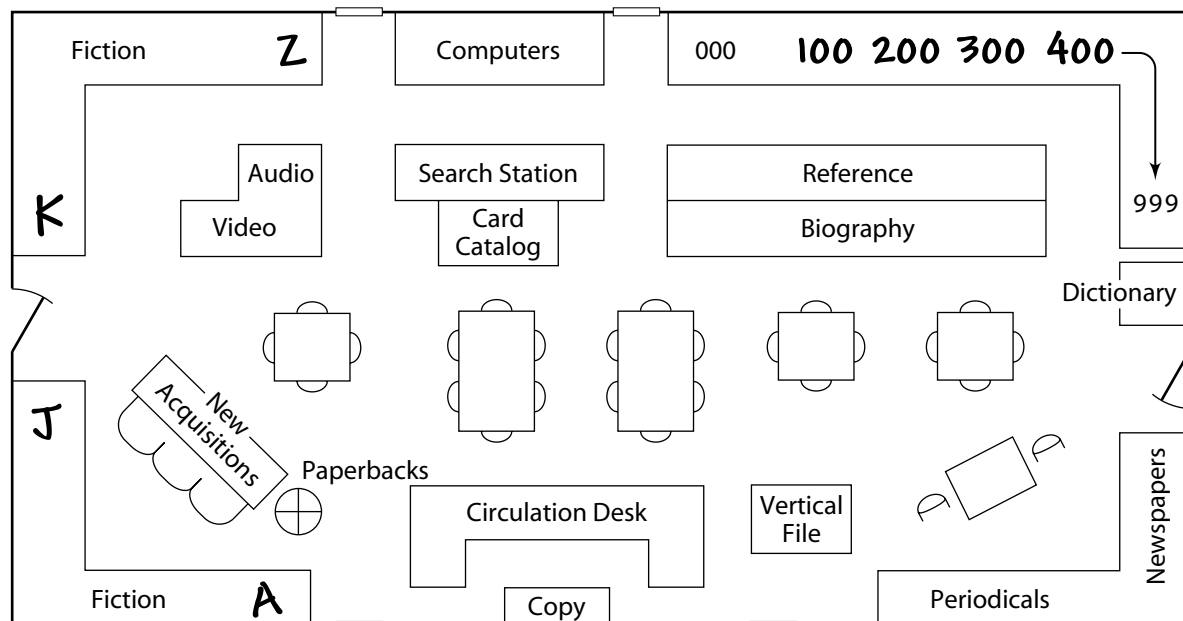
- |      |      |       |
|------|------|-------|
| 1. d | 5. c | 9. h  |
| 2. f | 6. b | 10. b |
| 3. c | 7. e | 11. b |
| 4. e | 8. a | 12. g |

**GAME 1.1**

- |                         |                         |                      |
|-------------------------|-------------------------|----------------------|
| 1. Periodicals          | 5. Electronic materials | 8. Biography section |
| 2. Reference            | 6. Periodicals          | 9. Reference—atlas   |
| 3. Circulation desk     | 7. Computer area        | 10. Dewey—900s       |
| 4. Electronic materials |                         |                      |

# Library Media Center Floor Plan

- Circulation desk
- Reference shelf
- Biography
- Fiction
- Nonfiction
- Newspapers
- Periodicals
- Vertical file
- Paperback display
- Internet computers
- Word processing computers
- Videotapes
- Audiotapes
- Dictionary stand
- Television
- Book truck
- Display case
- New acquisitions



# Dewey Decimal Classification List

010	Bibliography	510	Mathematics
020	Library Science	520	Astronomy
030	General Encyclopedias	530	Physics
040	General Collected Essays	540	Chemistry and Allied Sciences
050	General Periodicals	550	Earth Sciences
060	General Societies	560	Paleontology
070	Newspaper Journalism	570	Anthropology and Biology
080	Collected Works	580	Botanical Sciences
090	Manuscript and Rare Books	590	Zoological Sciences
110	Metaphysics	610	Medical Sciences
120	Metaphysical Theories	620	Engineering
130	Branches of Psychology	630	Agriculture
140	Philosophical Topics	640	Home Economics
150	General Psychology	650	Business
160	Logic	660	Chemical Technology
170	Ethics	670	Manufactures
180	Ancient and Medieval	680	Other Manufactures
190	Modern Philosophy	690	Building Construction
210	Natural Theology	710	Landscape and Civil Art
220	Bible	720	Architecture
230	Doctrinal Theology	730	Sculpture
240	Devotional and Practical	740	Drawing and Decorative Arts
250	Pastoral Theology	750	Painting
260	Christian Church	760	Prints and Print Making
270	Christian Church History	770	Photography
280	Christian Churches and Sects	780	Music
290	Other Religions	790	Recreation
310	Statistics	810	American Literature in English
320	Political Science	820	English and Old English
330	Economics	830	Germanic Literatures
340	Law	840	French, Provençal, Catalan
350	Public Administration	850	Italian and Rumanian
360	Social Welfare	860	Spanish and Portuguese
370	Education	870	Latin and Other Italic Literature
380	Public Services and Utilities	880	Classical and Modern Greek
390	Customs and Folklore	890	Other Literature
410	Comparative Linguistics	910	Geography, Travels, Description
420	English and Anglo-Saxon	920	Biography
430	Germanic Languages	930	Ancient History
440	French, Provençal, Catalan	940	Europe
450	Italian and Rumanian	950	Asia
460	Spanish and Portuguese	960	Africa
470	Latin and Other Italic	970	North America
480	Classical and Modern Greek	980	South America
490	Other Languages	990	Other Parts of the World






---

**ACTIVITY 1.1**

# Library Map Labels

**Directions:** Students receive copies of this page and write their names in each section, then cut this page apart. Students will place each section in the correct area of the library media center. The teacher, the librarian, or peers may then collect the labels, or they can be collected by another class. There can be a game or activity to check for the accuracy. The idea is for students to check and help each other locate the materials.

Fiction	Circulation Desk
Nonfiction	Copy Machine
Reference (circulating)	Card Catalog (print)
Reference (noncirculating)	Card Catalog (electronic)
Periodicals	New Acquisitions
Picture Books	Audio
Paperbacks	Visual
Vertical Files	Word Processors



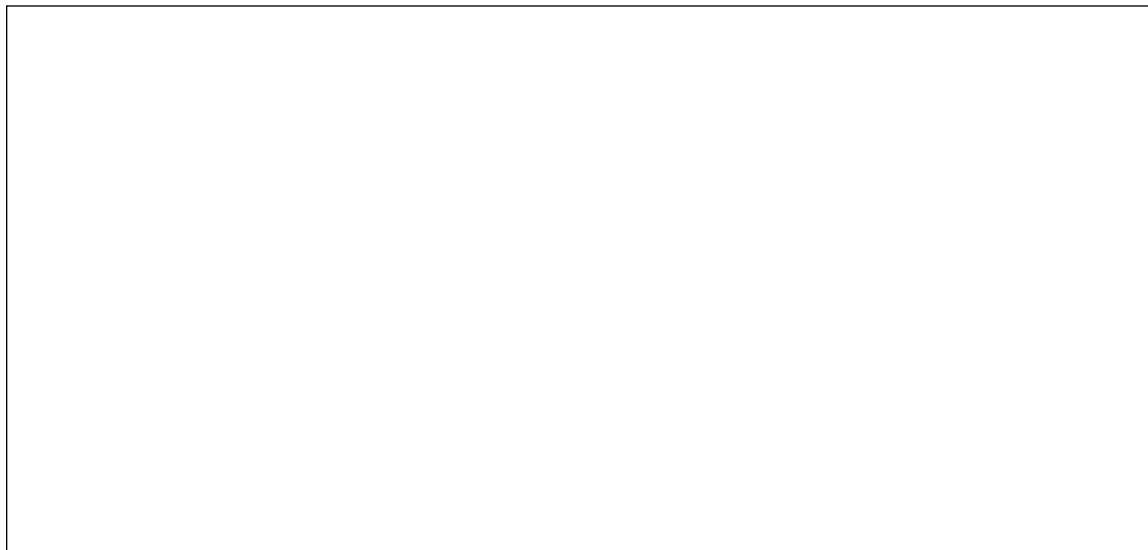
# Create an Outline Map

**Directions:** Students draw the floor plan of your library media center (including windows, doors, and so on). In the Location column, write directions such as “Northeast corner.” Students can then compare floor plans to check for accuracy.

## Resource

## Location

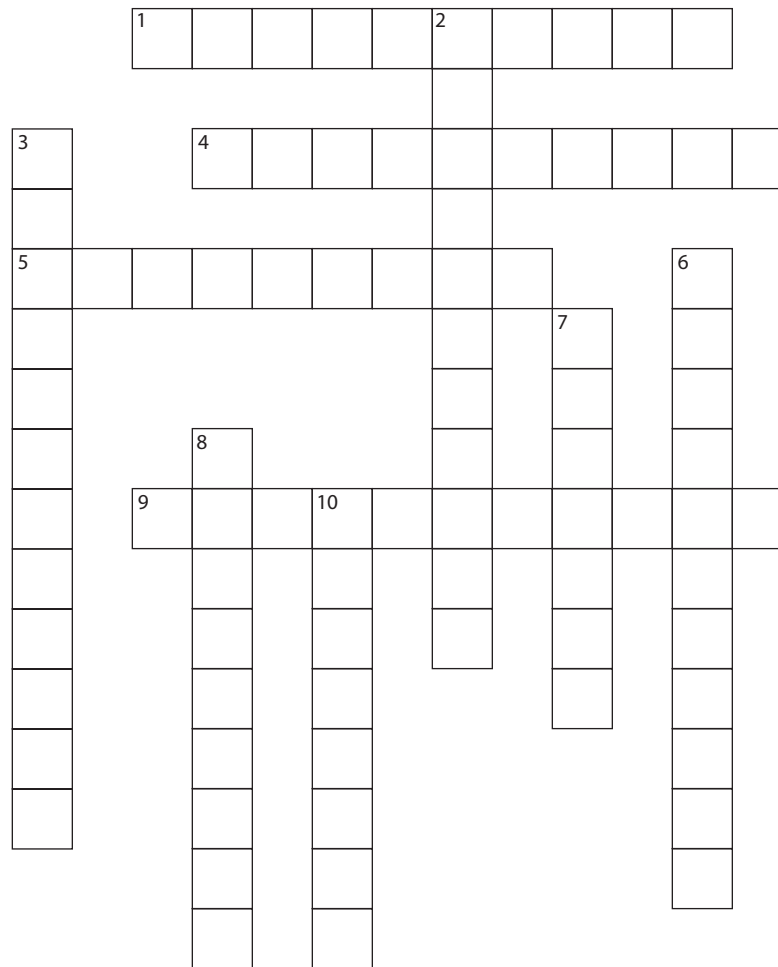
Audiotapes  
Biography  
Card catalog  
CD-ROM, computer software  
Circulation desk  
Copy machine  
Dictionary stand  
Display cases  
Internet search computers  
Periodicals: newspapers, magazines  
Paperback books  
Reference shelves  
Tables and chairs  
Television  
Vertical file  
Videotapes





## ACTIVITY 1.3

# Location, Location, Location



### Across

1. Real information
4. Books printed with soft covers
5. Materials used only in the library
9. Desk where books are borrowed and returned

### Down

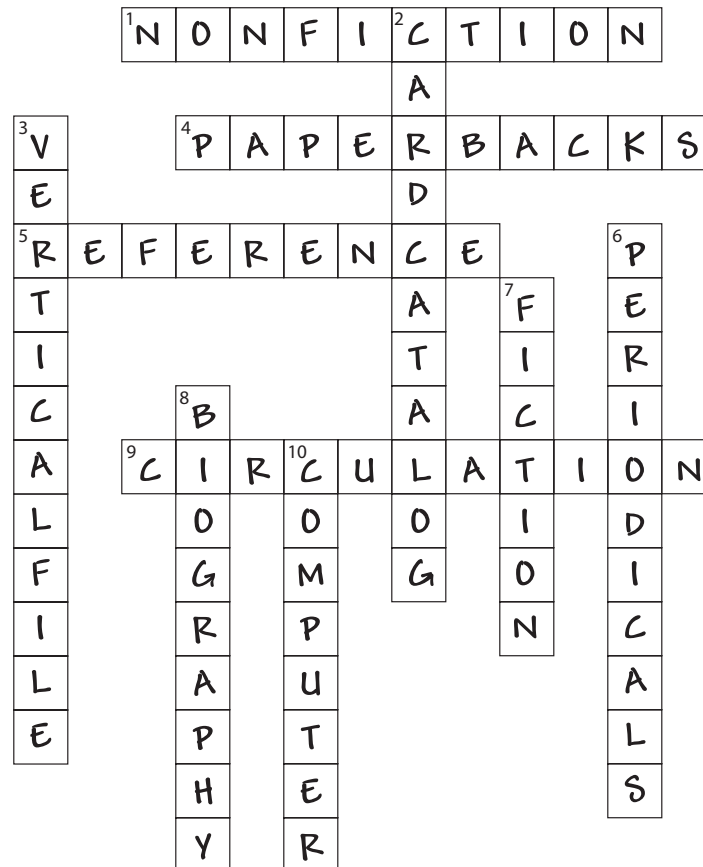
2. Search for books available in the library
3. Storage of large maps and pictures
6. Newspapers and magazines
7. Make-believe stories
8. Books about a person's life
10. Equipment used to access the Internet or do word processing



..... ACTIVITY 1.3 cont.

# Location, Location, Location

## Crossword Solution



### Across

1. Real information
4. Books printed with soft covers
5. Materials used only in the library
9. Desk where books are borrowed and returned

### Down

2. Place to search for books available in the library
3. Storage of large maps and pictures
6. Newspapers and magazines
7. Make-believe stories
8. Book about a person's life
10. Equipment used to access the Internet or do word processing



NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Scavenger Hunt

What do I **need**? Where do I **go** to discover the **answer**? (Use with library map)

1. Where can I check the way a word is spelled?
2. Where can I find out if the library has a book about computers?
3. Where would I go to learn which baseball team won the World Series in 1990?
4. Where can I find information about what food parakeets eat?
5. Where would I go to find out how many home runs Babe Ruth hit in his career?
6. Where can I go to find out if there is another word to use in place of the word *help*?
7. Where could I find what general information is available about butterflies?
8. Where would I learn how to pronounce a word?
9. Where can I find the weather forecast for tomorrow?
10. Where can I find how far it is from the city where I live to the capital city of my state?



NAME \_\_\_\_\_

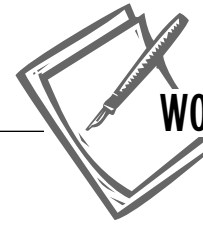
DATE \_\_\_\_\_

# Location, Location

**Directions:** You are always asking the librarian to help you find materials. Today you will give the directions. The answers will supply directions and name the section of the library. Answers will include "north," "south," "east," or "west," or "right" or "left," like a treasure map.

*Example:* We will watch a video about using the library. Go to the television activity area. It's located on the north wall.

1. To return your borrowed books you go to the \_\_\_\_\_. It's located on the \_\_\_\_\_ wall.
2. To locate a fiction book for a book report you go to the \_\_\_\_\_. It is located \_\_\_\_\_.
3. You want to borrow a paperback version of the book. It is located \_\_\_\_\_.
4. You want to find out if the library has a book about insects. You will use the \_\_\_\_\_. It is located \_\_\_\_\_.
5. The reference books are located \_\_\_\_\_.
6. Your social studies teacher wants you to learn about the life of Abraham Lincoln. You go to the \_\_\_\_\_.
7. You need to learn at least three definitions for the word *idea*. You will use the \_\_\_\_\_ located \_\_\_\_\_.
8. You need to do research using the Internet. You will use the \_\_\_\_\_ located \_\_\_\_\_.
9. You need to find the top news story of the day. You will use the \_\_\_\_\_ located \_\_\_\_\_.
10. The librarian has announced the arrival of some new books on penguins. You will go to the \_\_\_\_\_ located \_\_\_\_\_.



**WORKSHEET 1.3**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Fiction/Nonfiction Order

**Directions:** Use the card catalog information to place these titles in alphabetical order, with the fiction books in one column and the nonfiction books in the second column according to their spine-level information.

- |       |                         |       |                           |       |                            |
|-------|-------------------------|-------|---------------------------|-------|----------------------------|
| F     | Beverly Cleary          | 568   | Kathleen Daly             | F     | Richard Adams              |
| CLE   | <i>Henry and Beezus</i> | DAL   | <i>Dinosaurs</i>          | ADA   | <i>Watership Down</i>      |
| 636.6 | Herbert S. Zim          | F     | Walter Farley             | 385   | John Day                   |
| ZIM   | <i>Parakeets</i>        | FAR   | <i>The Black Stallion</i> | DAY   | <i>Trains</i>              |
| F     | Elsa Biak               | 387   | Robert Hoare              | F     | Jean Little                |
| BIA   | <i>Tizz and Company</i> | HOA   | <i>Travel by Sea</i>      | LIT   | <i>From Anna</i>           |
| 796.7 | Edward Radlauer         | F     | Beverly Cleary            | 796.6 | Ken Evans                  |
| RAD   | <i>Wild Wheels</i>      | CLE   | <i>Henry Huggins</i>      | EVA   | <i>Cycling</i>             |
| F     | Louisa M. Alcott        | 636.8 | Jan Feder                 | F     | Fred Gipson                |
| ALC   | <i>Little Women</i>     | FED   | <i>Life of a Cat</i>      | GIP   | <i>Old Yeller</i>          |
| 798.2 | Carol Green             | F     | Johanna Spyri             | 793.7 | V. Anderson                |
| GRE   | <i>Let's Ride</i>       | SPY   | <i>Heidi</i>              | AND   | <i>Thinking Games Book</i> |
| F     | Marilyn Sachs           | 636.7 | Elsa Posell               |       |                            |
| SAC   | <i>Bus Ride</i>         | POS   | <i>Dogs</i>               |       |                            |

**Place the information above into either of the two columns, Fiction or Nonfiction. Be sure to write the spine label, author, and title in the correct order.**

### Fiction

Spine label    Author    Title

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Nonfiction

Spine label    Author    Title

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



NAME \_\_\_\_\_

DATE \_\_\_\_\_

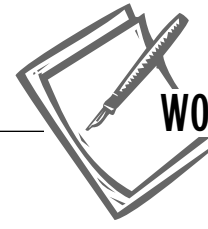
# Titles to Locate

Locate materials by using your knowledge of the three main sections of the library: **fiction**, stories and novels created from the author's imagination, arranged alphabetically by the author's last name; **nonfiction**, factual information about many subjects arranged by classification numbers and then the author's last name, and biographical and autobiographical books arranged by the subject's last name; and **reference**, including encyclopedias, dictionaries, atlases, almanacs, newspapers, magazines, and the *Reader's Guide to Periodical Literature*.

**Directions:** Write "fiction," "nonfiction," or "reference" to tell where you would find the following materials.

1. *The Story of My Life* by Helen Keller \_\_\_\_\_
2. *USA Today* \_\_\_\_\_
3. *Charlotte's Web* by E. B. White \_\_\_\_\_
4. *The World Almanac* \_\_\_\_\_
5. *The Call of the Wild* by Jack London \_\_\_\_\_
6. *Pet Care for Beginners* \_\_\_\_\_
7. *National Geographic* magazine \_\_\_\_\_
8. *My Side of the Mountain* by Betsy Byars \_\_\_\_\_
9. *Fodor's Europe* \_\_\_\_\_

Which of these materials would be found using a combination of the classification number and the author's last name? (write the material's numbers)



## WORKSHEET 1.5

NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Where Can I Find It?

**Directions:** Match the items in Column 1 with the correct section in Column 2. Write the letter on the line. Some letters may be used more than once.

### Column 1

- \_\_\_ 1. *Cricket Magazine*
- \_\_\_ 2. *World Book*, volume P
- \_\_\_ 3. *The Greatest: Muhammad Ali*  
by Walter Dean Myers
- \_\_\_ 4. *Jumanji* by Chris Ahlsburg
- \_\_\_ 5. *Rosa Parks: My Story* by Rosa Parks
- \_\_\_ 6. *Scholastic Children's Thesaurus*
- \_\_\_ 7. *Mary McLeod Bethune* by Eloise  
Greenfield
- \_\_\_ 8. *Amphibians in Danger* by Ron  
Fridell
- \_\_\_ 9. *American Tall Tales* by Mary Pope  
Osborne
- \_\_\_ 10. *World Almanac*
- \_\_\_ 11. *Scholastic Dictionary of Idioms*
- \_\_\_ 12. *A Dinosaur Named Sue* by Patricia  
Relf

### Column 2

- a. Nonfiction animals
- b. Reference
- c. Biography
- d. Periodicals
- e. Fiction A–J
- f. Encyclopedias
- g. Fiction K–Z
- h. Nonfiction folk tales and legends



# Plant a Flag

**Directions:** Answer the question by planting a flag (card with your team name) with the resource that will answer each question. One member of the team writes the results of your team's search in the space below the question. Be the first team to answer all the questions correctly!

## Where would you locate . . .

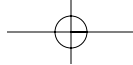
1. A magazine about animals?
2. A dictionary with more than one thousand pages?
3. The place to check in or out a book?
4. An audio recording of a book?
5. A video of a book?
6. A newspaper?
7. An Internet computer?
8. A biography of President George Washington?
9. A book of maps?
10. A book about the state where you live?



# Team Plant a Flag

**Directions:** Cut columns apart. Place in a box. The team captain chooses the list his or her team will research. The captain will use color-coded flags for his or her team and place a flag with the corresponding number in the volume or location indication. Number one on the list must have the number one flag, and so on. The winning team is the one that completes the list, placing the correct flags in the correct places in the shortest amount of time.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1. Encyclopedia Q	1. Map of Japan	1. Children's dictionary page for letter Z	1. Life of Abraham Lincoln
2. Magazine about sports	2. Newspaper sports page	2. Check out a book	2. Map of Israel
3. Map of Australia	3. Children's dictionary page for letter X	3. Magazine for girls	3. Year Alaska became a state
4. Biographical dictionary	4. Check in a book	4. Life of George Washington	4. Computer
5. Life of Paul Revere	5. Encyclopedia X	5. Year Arizona became a state	5. Newspaper headline
6. Newspaper comics	6. Year Maine became a state	6. Computer	6. Children's dictionary page for letter I
7. Check in a book	7. Computer	7. Encyclopedia Z	7. Biographical dictionary
8. Year Hawaii became a state	8. Magazine for boys	8. Biographical dictionary	8. Check out a book
9. Computer	9. Biographical dictionary	9. Newspaper front page	9. Magazine about nature
10. Children's dictionary	10. Life of Christopher Columbus	10. Map of Brazil	10. Encyclopedia I



..... GAME 1.3

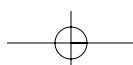
# Plant a Flag—Individuals

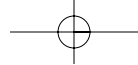
**Directions:** Continue the game by being the first to write a fact you discovered in each of the following reference materials:

**Write the title and one fact.**

1. Dictionary
  
2. Atlas
  
3. Almanac
  
4. Newspaper
  
5. *Guinness Book of Records*
  
6. Thesaurus
  
7. Other interesting book

I like the \_\_\_\_\_ best because \_\_\_\_\_  
\_\_\_\_\_





..... **GAME 1.4**

# Trivia Research

## To the Instructor .....

Students can play this game after they have been instructed and had practice using several different reference books.

## Objectives .....

1. Students will use the card catalog or electronic card catalog to locate information.
2. Students will use reference books to answer questions prepared by the librarian or collaborating subject teachers.
3. Students will work together as a team using each other's strengths.
4. \* *Variation:* Students will use the Internet computers to search for correct answers.

## Materials .....

Questions on 3 x 5 inch cards for students to discover the key words and search using reference books. Be sure the correct answers are written on a separate sheet with corresponding numbers for quick verification of correctness.

- Reference books
- \* Internet computers

## Activities .....

The librarian divides the class into teams of three or four.

Students choose from the stack of prepared questions.

Students use the card catalog and reference books to locate information.

Students write answers on a recording sheet.

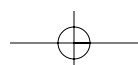
\* This may be ongoing over several weeks or one class period.

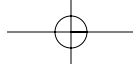
The winners are the teams with the most correct answers.

Reward team winners with recognition on a bulletin board with medals or stickers, or in the school newspaper.

## Connections to the Curriculum .....

Subject teachers can contribute questions for the game.





# Using the Print and Electronic Card Catalogs

## To the Instructor .....

The print and electronic databases are compared.

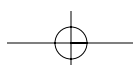
## Objectives .....

1. Students learn that all items in the library may be located using author, title, subject, or key word information.
2. Students learn how to use the paper and electronic catalogs (databases) to gather information and complete a call slip or printout about the resource, and then to retrieve the materials using the call slip or printout.

## Materials .....

Transparencies

- 1.3 Card Catalog Glossary
- 1.4 Electronic Catalog Search
- 1.5 How to Use the Online Catalog



Transparency of electronic card catalog printout (no page)

Sample card catalog cards

Computer with electronic card catalog access

Printouts from electronic card catalog

## Teaching and Preparation .....

1. Use the transparencies to demonstrate how to locate materials.
2. Use Transparency 1.4 to show how to locate materials by using the electronic catalog.
3. Use a sample call slip and printout from the electronic catalog and demonstrate how to locate these materials in the library media center.

## Activities .....

1.4 Creating Catalog Cards

1.5 Call Slip to Material Retrieval

1.6 Look It Up

Review actual author, title, and subject catalog cards. Use old or extra cards for practice. (no page)

Arrange fiction cards into groups by author, title, and subject. Use old or extra cards for practice. (no page)

Create a card catalog set for a pretend book the student has written. Students file cards in the correct order when completed. (no page)

## Worksheets .....

1.6 Identify the Parts of a Card

1.7 Identify the Information on a Card

1.8 Catalog to Spine Label

1.9 Practice Electronic Search

1.10 Research Skills

1.11 Which Is Best?

1.12 Match Author, Subject, and Title

## Game .....

1.5 Pass the Torch (Tic-Tac-Toe) □ ■ ■

## Connections to the Curriculum .....

Research project: Travel by boat

Art—locate pictures of paintings with naval backgrounds

Language arts—write a newsletter about traveling by boats

Math—research the costs of cruises

Science—research about hurricane season

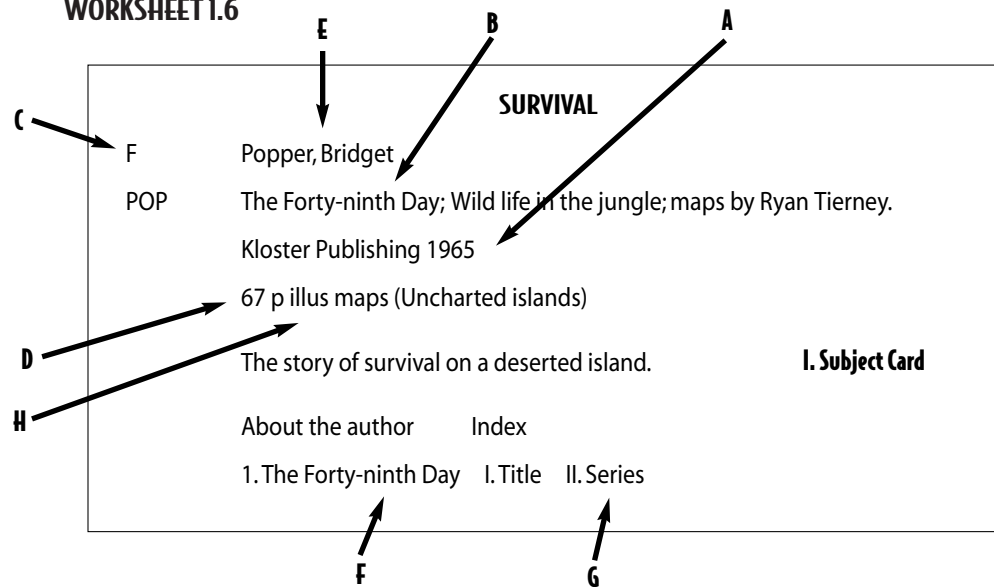
Social studies—view travel videos to select destination

## Answer Key .....

### ACTIVITIES 1.4, 1.5, AND 1.6

Answers will vary.

### WORKSHEET 1.6



### WORKSHEET 1.7

- |                                    |                    |          |
|------------------------------------|--------------------|----------|
| 1. 372.3/HAM                       | 5. Barbara R. Hamm | 8. A     |
| 2. B                               | 6. C               | 9. False |
| 3. HAM                             | 7. Computers       | 10. True |
| 4. <i>Let's Discover Computers</i> |                    |          |

**WORKSHEET 1.8**

- |              |               |               |
|--------------|---------------|---------------|
| 1. F/ADA     | 8. 385/DAY    | 15. F/LIT     |
| 2. F/ALC     | 9. 796.6/EVA  | 16. 636.7/POS |
| 3. 793.7/AND | 10. F/FAR     | 17. 796.7/RAD |
| 4. F/BIA     | 11. 636.8/FED | 18. F/SAC     |
| 5. F/CLE     | 12. F/GIP     | 19. F/SPY     |
| 6. F/CLE     | 13. 798.2/GRE | 20. 636.6/ZIM |
| 7. 568/DAL   | 14. 387/HOA   |               |

**WORKSHEET 1.9**

Answers will vary.

**WORKSHEET 1.10**

- |   |  |
|---|--|
| 1. Print or electronic catalog (database) | 4. Alphabetically                        |
| 2. a. Author                              | 5. Nonfiction                            |
| b. Title                                  | 6. To remember the information retrieved |
| c. Subject                                | 7. Answers will vary.                    |
| d. Key word                               |  |
| 3. Last name alphabetically               |  |

**WORKSHEET 1.11**

- Copperheads
- Nonfiction fact book
- Verdi
- The information says PICTUREBK.
- The call number is 793.7HAL. It will be in the nonfiction 700s.

**WORKSHEET 1.12**

- |                          |   |
|--------------------------|---|
| <u>9</u> numbers         | <u>8</u> <i>The Sorcerer's Stone</i>            |
| <u>3</u> school          | <u>5</u> <i>Tom Sawyer and Huckleberry Finn</i> |
| <u>10</u> fairy tales    | <u>1</u> <i>Curious George Visits the Zoo</i>   |
| <u>2</u> holidays        | <u>6</u> <i>The New Kid on the Block</i>        |
| <u>1</u> monkeys         | <u>4</u> <i>The Great Thumbprint Drawing</i>    |
| <u>8</u> wizards         | <u>11</u> <i>Abraham Lincoln</i>                |
| <u>5</u> river adventure | <u>3</u> <i>Miss Nelson Is Missing</i>          |
| <u>6</u> poetry          | <u>9</u> <i>Anno's Counting Book</i>            |
| <u>4</u> art             | <u>10</u> <i>Snow White</i>                     |
| <u>7</u> winter          | <u>7</u> <i>The Snowman</i>                     |
| <u>11</u> biography      | <u>2</u> <i>Arthur's Thanksgiving</i>           |

# Card Catalog Glossary

**Author** The person or persons who wrote the book. A joint author, illustrator, editor, or compiler might be listed.

**Author card** The catalog card with the author's name as the first information seen. The name is printed last name comma first name.

**Call number** The information in the upper left-hand corner of a catalog card, seen on the spine label of library material. The call reference number includes the Dewey number if non-fiction, the B for biography, F/Fic for fiction, or REF for reference. The call number will include the first three letters of the author's last name, or the person a biography is about.

**Card catalog** The database of the library media center.

**Catalog cards** Paper cards in a series of wooden box drawers organized by author, title, and subject.

**Main entry card** The base card from which all the others are made. For most books, the main entry base card is an author card.

**Copyright date** The year a book is published and the exclusive rights to print the material.

**Narrative** A selection of information for research. Sometimes the word *story* is used in a narrative.

**Publisher** The company who produced the book and the city where it was printed.

**Series** Titles that have several separate volumes as part of a set. Some series might be found in the reference section.

**Subject card** The catalog card with the topic of the book listed first on the catalog card.

**Title** The name of a book. Sometimes the subtitle may have a card. The articles *A*, *An*, and *The* are ignored when alphabetizing the title of the book.

**Tracings** Additional cards that have a subject heading and are ones that will provide the assistance and additional information about the materials.



# Electronic Catalog Search

## Similarities in all electronic searches.

1. Easy to use.
2. Provide printable, take-along information.
3. Give fast results.

## Search Screen Information

### To Search

1. Click on the hypertext word of author, title, or subject.

#### Search Questions

**Author:** Are the author's names typed in *last* name first or *first* name first?

**Title:** Do you type *A*, *An*, or *The* if the title begins with these words? Does it make a difference to the search if you do not?

**Subject:** Is spelling important?

**Word:** Is spelling important?

**Call Number (Dewey):** Do you know the classification numbers?

2. Click on Help Information. What are the items covered by the help screen?  
(Answers will vary.)
3. Click on Interlibrary Loan. What are the steps to acquire materials from another library?  
(Answers will vary.)
4. View Personal Information. Are you required to give personal information to check out a book?
5. E-mail notification.
6. Request items the library should acquire.



# How to Use the Online Catalog

Searches may be done in the paper catalog or the electronic catalog. There are advantages to both.

Search display screens are made to be helpful to everyone.

## Author Search

Search for authors, composers, music groups, cast members, editors, illustrators, government entities, or organizations

- Type the author's *last name* first.
- You may also type the name of an organization or governmental body.

*Examples*

Twain, Mark  
Rams

## Author/Title Search

If you are unsure of an exact title but you know the author's last name and a word from the title

- Type the author's *last name* in the author box
- Type a word or words from the title

*Examples*

Twain, Mark

Huckleberry

## Title Search

Use if you know the whole title or the beginning of the title. If you only know a word from the title, you might want to try an Author/title search or a Word search.

*Examples*

Happy House on High Hill



## Subject Search

- Type in the subject you're interested in and then click "Submit Search."

## Call Number Search

Use if you already know the call number you're looking for

- Type and expand a call number search by shortening the call number. Be sure to include all punctuation (i.e. "/"", """, """).

Note that if you shorten the call number, such as to 398.2, the computer will retrieve every call number that begins with those numbers and allow you to browse the list.

## Word Search

- Type the words you want

**Adjacency:** Multiple words are searched together as one phrase. (Examples: George Washington, World War II, London England, Fraternal order of)

**Truncation:** Words may be right-hand truncated using an asterisk \* to truncate from one to five characters. Use a double asterisk \*\* for open-ended truncation. The results of such searches usually give too many hits to be effective. (Examples: hydro\* results in over three million hits; hydro\*\* results in over five million hits.)

**Operators:** Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words. Parentheses group words together when using Boolean operators. (Examples: George and Martha Washington, John Adams or John Quincy Adams, George Bush not George W. Bush)

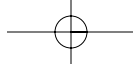
**Proximity:** Use "near" to specify words close to each other, in any order. Use "within #" to specify terms which occur within # words of each other in the record. (Examples: World War I, World War II; John Adams, John Quincy Adams)

**Fields:** Specify fields to search, using field abbreviation. Fields available for this database are a: (author), t: (title), s: (subject), and n: (note.) Fields are usually used in library author and/or book searches.

The search displays will vary according to whether or not your search was general or specific, or whether words were spelled correctly. The display will show all items that exactly matched the search criteria listed. From this display you can begin a new search or limit the search by date, media, or location. Click on the highlighted text of the selection that best matches the search.

A definite advantage of electronic catalogs is that a patron can request items easily—just click the "request" button and fill out the information. In a public library system the patron would designate the branch library to pick up the materials.





ACTIVITY 1.4

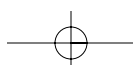
# Creating Catalog Cards

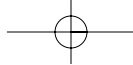
**Directions:** Students will pretend they have written a book, either fiction or nonfiction. They can then do the following:

1. Make the three cards for a card catalog set (subject, author, title) about the book. If the book is nonfiction, use the correct Dewey Classification number for the call number.
2. Make up an ISBN number.
3. File the cards in correct order in a pretend card catalog.
4. Write a short summary of the book.
5. Write a short paragraph "about the author."

	_____
_____	_____
_____	_____
	p.cm.
	ISBN: _____
	_____
	_____

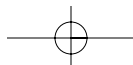
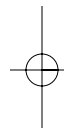
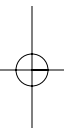
	_____
_____	_____
_____	_____
	p.cm.
	ISBN: _____
	_____
	_____





..... **ACTIVITY 1.4 cont.**

_____	_____
_____	_____
_____	_____
	p.cm.
	ISBN: _____
	_____
	_____





## ACTIVITY 1.5

# Call Slip to Material Retrieval

Use call slips to write information obtained from the print or electronic card catalogs. Search sheet lists are used to mix the searches. Both fiction and nonfiction books and materials should be located.

### Call Slip

Call Number _____
First three letters of last name of author _____
Full name of author (last name first) _____
Title _____

### Search Sheet

Call Number	Author (last, first)	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Variations

Provide students with a list of materials to locate. Have the students produce a printout for each item from the electronic catalog. Then have the students locate and retrieve each item on their list.



## ACTIVITY 1.6

# Look It Up

**Directions:** Students go to the library and locate a book on each of the subjects listed. The books can be fiction or nonfiction. They should write the title, author, and an F or N for whether the book is fiction or nonfiction, and should choose one to read.

### Fairy tale

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Knights or castles

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Civil War

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Famous person

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Dinosaurs

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Travel

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Old West

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or nonfiction \_\_\_\_\_

### Myth

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Fiction or Nonfiction \_\_\_\_\_

### Alternatives

Students can choose other time periods, wars, and so on that they are studying in classes. After they are comfortable with using their searching skills, they will be able to locate any book quickly.



NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Identify the Parts of a Card

**Directions:** Identify the parts of a card by writing "A," "B," "C," and so on from the list below next to the corresponding part in the card illustration.

## SURVIVAL

F Popper, Bridget

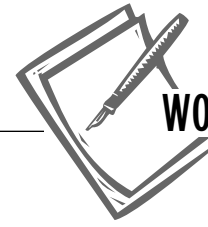
POP The Forty-ninth Day; Wild life in the jungle; maps by Ryan Tierney.  
Kloster Publishing 1965  
67 p illus maps (Uncharted islands)

The story of survival on a deserted island.

About the author      Index

1. The Forty-ninth Day    I. Title    II. Series

- |                    |                  |
|--------------------|------------------|
| A. Copyright date  | F. Tracings      |
| B. Title           | G. Series        |
| C. Call number     | H. Visual aids   |
| D. Number of pages | I. Type of card: |
| E. Author          |                  |


**WORKSHEET 1.7**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Identify the Information on a Card

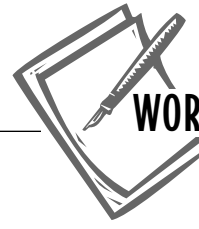
372.3 Hamm, Barbara R.  
 HAM Let's Discover Computers  
 p. cm.  
 ISBN 0-87928-271-0 (paper)—ISBN 0-87628-520-5 (spiral) A  
 1. Computers—Juvenile literature. I. Title  
 QA76.23H35 1997

Let's Discover Computers

372.3 Hamm, Barbara R.  
 HAM Let's Discover Computers  
 p. cm.  
 ISBN 0-87928-271-0 (paper)—ISBN 0-87628-520-5 (spiral) B  
 1. Computers—Juvenile literature. I. Title  
 QA76.23H35 1997

COMPUTERS

372.3 Hamm, Barbara R.  
 HAM Let's Discover Computers  
 p. cm.  
 ISBN 0-87928-271-0 (paper)—ISBN 0-87628-520-5 (spiral) C  
 1. Computers—Juvenile literature. I. Title  
 QA76.23H35 1997

**WORKSHEET 1.7 cont.**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Directions:** Use the sample catalog cards to answer the following questions by filling in the blank space with the correct response.

1. The call number is
  
2. The title card is letter
  
3. The author's name as it appears on the spine label is
  
4. The title is
  
5. The author's name is
  
6. The subject card is letter
  
7. The subject of the book is
  
8. The author card is letter
  
9. This is a fiction book. (true or false)
  
10. There are two different forms of this book. (true or false)



NAME \_\_\_\_\_

DATE \_\_\_\_\_

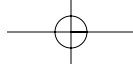
# Catalog to Spine Label

**Directions:** Here is information that you would see on a card catalog card. Use the information to place the books in alphabetical order by spine label.

F	Beverly Cleary	568	Kathleen Daly	F	Richard Adams
CLE	<i>Henry and Beezus</i>	DAL	<i>Dinosaurs</i>	ADA	<i>Watership Down</i>
636.6	Herbert S. Zim	F	Walter Farley	385	John Day
ZIM	<i>Parakeets</i>	FAR	<i>The Black Stallion</i>	DAY	<i>Trains</i>
F	Elsa Biak	387	Robert Hoare	F	Jean Little
BIA	<i>Tizz and Company</i>	HOA	<i>Travel by Sea</i>	LIT	<i>From Anna</i>
796.7	Edward Radlauer	F	Beverly Cleary	796.6	Ken Evans
RAD	<i>Wild Wheels</i>	CLE	<i>Henry Huggins</i>	EVA	<i>Cycling</i>
F	Louisa M. Alcott	636.8	Jan Feder	F	Fred Gipson
ALC	<i>Little Women</i>	FED	<i>Life of a Cat</i>	GIP	<i>Old Yeller</i>
798.2	Carol Green	F	Johanna Spyri	793.7	V. Anderson
GRE	<i>Let's Ride</i>	SPY	<i>Heidi</i>	AND	<i>Thinking Games Book</i>
F	Marilyn Sachs	636.7	Elsa Posell		
SAC	<i>Bus Ride</i>	POS	<i>Dogs</i>		

**Place these books in alphabetical card catalog order**

	Spine label	Author	Title
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____



NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Practice Electronic Search

**Directions:** Use your electronic catalog to practice doing a search for a title, author, or subject. Write the choices that appear on the screen for each search.

1. Title

---

---

---

---

2. Subject

---

---

---

---

3. Author

---

---

---

---

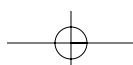
4. Key Word

---

---

---

---





NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Research Skills

Your teacher has assigned a research project that will need a visit to the library media center.

1. Where will you begin your search in the library media center?
2. What are the four ways you can search for information using the card catalog or electronic database?
  - a.
  - b.
  - c.
  - d.
3. How are authors' names listed in the card catalog or electronic card catalog?
4. How do you find subject information in the card catalog or electronic database?
5. The Dewey classification numbers are used for what kind of books?
6. Why do you use a call slip?
7. Write the information you would need to find a book that you have written. You should be able to locate it four ways.



NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Which Is Best?

**Directions:** Here are the results of doing an electronic search for the subject of “snakes.” Read each entry and answer the questions that follow.

**Barger, Sherie, 1944- *Copperheads*/Sherie Bargar, Linda Johnson;**

Photographer/consultant George Van Horn. Vero Beach, Fla.: Rourke, © 1986.

JUV BOOK 597.96BAR (Vol. 1)

JUV BOOK 597.96BAR (Vol. 2)

An introduction to the physical characteristics, habitats, natural environment, and relationship to human beings of the various species of copperheads.

**Cannon, Janell, 1957 *Verdi* [author & illustrator] Janell Cannon** 1st ed. San Diego, Calif.:

Harcourt Brace © 1997

PICTUREBK E CAN

A young python does not want to grow slow and boring like the older snakes he sees in the tropical jungle where he lives.

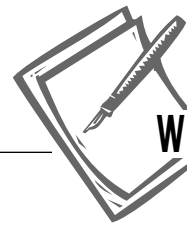
**Hall, Katy. *Snakey riddles*/by Katy Hall and Lisa Eisenberg; pictures by Simms Taback.** 1st ed. New

York: Dial Books for Young Readers, © 1990.

JUVBOOK 793.7HAL

An illustrated collection of riddles about snakes, including “What kind of snake can you find on the front of your car? A windshield viper!”

1. If you were doing a report on snakes, which book would you find most helpful?
2. Explain your answer for question 1.
3. Jim’s mom is looking for a picture book for her six-year-old. Which book do you think she should borrow from the library?
4. How did you decide on the answer to question 3?
5. How do you know where to find the snake riddle book?



NAME \_\_\_\_\_

DATE \_\_\_\_\_

# Match Author, Subject, and Title

You have a mixed-up set of cards from the card catalog. Match the author's name with the subject and title of his or her book. Write the number with the author's name in the blanks before the related subject and title.

Author	Subject	Title
1. Rey, H. A.	<u>9</u> numbers	___ <i>The Sorcerer's Stone</i>
2. Brown, Marc	___ school	___ <i>Tom Sawyer and Huckleberry Finn</i>
3. Allard, Harry	___ fairy tales	___ <i>Curious George Visits the Zoo</i>
4. Emberley, Ed	___ holidays	___ <i>The New Kid on the Block</i>
5. Twain, Mark	___ monkeys	___ <i>The Great Thumbprint Drawing</i>
6. Prelutsky, Jack	___ wizards	___ <i>Abraham Lincoln</i>
7. Briggs, Raymond	___ river adventure	___ <i>Miss Nelson Is Missing</i>
8. Rowling, J. K.	___ poetry	<u>9</u> <i>Anno's Counting Book</i>
9. Anno, Mitsumasa	___ art	___ <i>Snow White</i>
10. Grimm, Wilhelm	___ winter	___ <i>The Snowman</i>
11. D'Aulaire, Ingri	___ biography	___ <i>Arthur's Thanksgiving</i>



# Pass the Torch (Tic-Tac-Toe)

**Directions:** Students use knowledge of library layout and tic-tac-toe to play this game.

1. Divide the students into teams.
2. Give each team at least three cards to begin the game. Students may also have printouts from the electronic card catalog.
  - a. Card one lists a book title.
  - b. Card two lists an author's name.
  - c. Card three lists a subject. Subject cards may have several suitable titles, which can all be used.
  - d. Additional cards list author, title, or subject.
3. The teams compete against each other to locate books using the three cards, and/or electronic card catalog information to locate the books.
4. Students retrieve the books and place them in the tic-tac-toe grid.

The tic-tac-toe grid is made by placing strips of colored paper on a table. Teams place a book in the grid to claim the square.

The first team to have books in three squares in a row becomes the winner.

