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.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

4. Dewey/Encyclopedia

WORKSHEET 1.2

Location answers will vary.

3. Paperbacks section 7. Dictionary section
WORKSHEET 1.3

Fiction
1. F/ADA  5. F/CLE  8. F/LIT

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

WORKSHEET 1.4

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
4. Electronic materials
Library Media Center Floor Plan

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

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

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**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.

<table>
<thead>
<tr>
<th>Fiction</th>
<th>Circulation Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonfiction</td>
<td>Copy Machine</td>
</tr>
<tr>
<td>Reference (circulating)</td>
<td>Card Catalog (print)</td>
</tr>
<tr>
<td>Reference (noncirculating)</td>
<td>Card Catalog (electronic)</td>
</tr>
<tr>
<td>Periodicals</td>
<td>New Acquisitions</td>
</tr>
<tr>
<td>Picture Books</td>
<td>Audio</td>
</tr>
<tr>
<td>Paperbacks</td>
<td>Visual</td>
</tr>
<tr>
<td>Vertical Files</td>
<td>Word Processors</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiotapes</td>
<td></td>
</tr>
<tr>
<td>Biography</td>
<td></td>
</tr>
<tr>
<td>Card catalog</td>
<td></td>
</tr>
<tr>
<td>CD-ROM, computer software</td>
<td></td>
</tr>
<tr>
<td>Circulation desk</td>
<td></td>
</tr>
<tr>
<td>Copy machine</td>
<td></td>
</tr>
<tr>
<td>Dictionary stand</td>
<td></td>
</tr>
<tr>
<td>Display cases</td>
<td></td>
</tr>
<tr>
<td>Internet search computers</td>
<td></td>
</tr>
<tr>
<td>Periodicals: newspapers, magazines</td>
<td></td>
</tr>
<tr>
<td>Paperback books</td>
<td></td>
</tr>
<tr>
<td>Reference shelves</td>
<td></td>
</tr>
<tr>
<td>Tables and chairs</td>
<td></td>
</tr>
<tr>
<td>Television</td>
<td></td>
</tr>
<tr>
<td>Vertical file</td>
<td></td>
</tr>
<tr>
<td>Videotapes</td>
<td></td>
</tr>
</tbody>
</table>
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
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
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?
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 ____________________. 
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.

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.

<table>
<thead>
<tr>
<th>Spine label</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
<td></td>
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</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fiction

<table>
<thead>
<tr>
<th>Spine label</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Beverly Cleary</td>
<td>Henry and Beezus</td>
</tr>
<tr>
<td>CLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>636.6</td>
<td>Herbert S. Zim</td>
<td>Parakeets</td>
</tr>
<tr>
<td>ZIM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Elsa Biak</td>
<td>Tizz and Company</td>
</tr>
<tr>
<td>BIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>796.7</td>
<td>Edward Radlauer</td>
<td>Wild Wheels</td>
</tr>
<tr>
<td>RAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Louisa M. Alcott</td>
<td>Little Women</td>
</tr>
<tr>
<td>ALC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>798.2</td>
<td>Carol Green</td>
<td>Let's Ride</td>
</tr>
<tr>
<td>GRE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Marilyn Sachs</td>
<td>Bus Ride</td>
</tr>
<tr>
<td>SAC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spine label</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>568</td>
<td>Kathleen Daly</td>
<td>Dinosaurs</td>
</tr>
<tr>
<td>DAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Walter Farley</td>
<td>The Black Stallion</td>
</tr>
<tr>
<td>FAR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>387</td>
<td>Robert Hoare</td>
<td>Travel by Sea</td>
</tr>
<tr>
<td>HOA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>636.8</td>
<td>Beverly Cleary</td>
<td>Henry Huggins</td>
</tr>
<tr>
<td>CLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>636.7</td>
<td>Jan Feder</td>
<td>Life of a Cat</td>
</tr>
<tr>
<td>FED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>796.6</td>
<td>Johanna Spyri</td>
<td>Heidi</td>
</tr>
<tr>
<td>SPY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>793.7</td>
<td>V. Anderson</td>
<td>Thinking Games Book</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nonfiction

<table>
<thead>
<tr>
<th>Spine label</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Adams</td>
<td></td>
<td>Watership Down</td>
</tr>
<tr>
<td>ADA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>385</td>
<td>John Day</td>
<td>Trains</td>
</tr>
<tr>
<td>DAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Jean Little</td>
<td>From Anna</td>
</tr>
<tr>
<td>LIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>796.6</td>
<td>Ken Evans</td>
<td>Cycling</td>
</tr>
<tr>
<td>EVA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Fred Gipson</td>
<td>Old Yeller</td>
</tr>
<tr>
<td>GIP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>793.7</td>
<td>V. Anderson</td>
<td>Thinking Games Book</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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 ______________________________________
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)
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.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ 1. <em>Cricket Magazine</em></td>
<td>a. Nonfiction animals</td>
</tr>
<tr>
<td>___ 4. <em>Jumanji</em> by Chris Ahlsburg</td>
<td>d. Periodicals</td>
</tr>
<tr>
<td>___ 6. <em>Scholastic Children's Thesaurus</em></td>
<td>f. Encyclopedias</td>
</tr>
<tr>
<td>___ 7. <em>Mary McLeod Bethune</em> by Eloise Greenfield</td>
<td>g. Fiction K–Z</td>
</tr>
<tr>
<td>___ 8. <em>Amphibians in Danger</em> by Ron Fridell</td>
<td>h. Nonfiction folk tales and legends</td>
</tr>
<tr>
<td>___ 9. <em>American Tall Tales</em> by Mary Pope Osborne</td>
<td></td>
</tr>
<tr>
<td>___ 10. <em>World Almanac</em></td>
<td></td>
</tr>
<tr>
<td>___ 11. <em>Scholastic Dictionary of Idioms</em></td>
<td></td>
</tr>
<tr>
<td>___ 12. <em>A Dinosaur Named Sue</em> by Patricia Relf</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Life of Paul Revere</td>
<td>5. Encyclopedia X</td>
<td>5. Year Arizona became a state</td>
<td>5. Newspaper headline</td>
</tr>
</tbody>
</table>
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 _______________________________

____________________________________________________________________________________
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
2. B
3. HAM
4. Let’s Discover Computers
5. Barbara R. Hamm
6. C
7. Computers
8. A
9. False
10. True
WORKSHEET 1.8

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

WORKSHEET 1.9

Answers will vary.

WORKSHEET 1.10

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

WORKSHEET 1.11

1. Copperheads 
2. Nonfiction fact book 
3. Verdi 
4. The information says PICTUREBK. 
5. The call number is 793.7HAL. It will be in the nonfiction 700s.

WORKSHEET 1.12

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

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

<table>
<thead>
<tr>
<th>Author Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twain, Mark</td>
</tr>
<tr>
<td>Rams</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Author/Title Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twain, Mark</td>
</tr>
<tr>
<td>Huckleberry</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Title Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy House on High Hill</td>
</tr>
</tbody>
</table>
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)

  **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.
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.


3. File the cards in correct order in a pretend card catalog.


5. Write a short paragraph “about the author.”

| __________________________________________________________________ |
| __________________________________________________________________ |
| __________________________________________________________________ |
| p.cm. |
| ISBN: __________________________________________________________________ |
| __________________________________________________________________ |
| __________________________________________________________________ |

| __________________________________________________________________ |
| __________________________________________________________________ |
| __________________________________________________________________ |
| p.cm. |
| ISBN: __________________________________________________________________ |
| __________________________________________________________________ |
| __________________________________________________________________ |
ACTIVITY 1.4 cont.

---

---

---

p.cm.

ISBN: ____________________________

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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.
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.
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
B. Title
C. Call number
D. Number of pages
E. Author
F. Tracings
G. Series
H. Visual aids
I. Type of card:
Worksheet 1.7

Identify the Information on a Card

372.3 Hamm, Barbara R.
HAM Let's Discover Computers
p. cm.
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.
1. Computers—Juvenile literature. I. Title
QA76.23H35 1997

COMPUTERS

372.3 Hamm, Barbara R.
HAM Let's Discover Computers
p. cm.
1. Computers—Juvenile literature. I. Title
QA76.23H35 1997
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)
## 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.

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

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

<table>
<thead>
<tr>
<th>Spine label</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
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<tr>
<td>14.</td>
<td></td>
<td></td>
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<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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.
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;*
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.

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.

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?
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.

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