

## LIBRARY SKILLS: How MATERIALS ARE ORGANIZED

- Most school and public libraries contain *circulating* materials—those you can check out. Fiction and general nonfiction books are usually circulating materials. Reference materials and periodicals are usually *non-circulating* materials. You can use them only in the library.

- A. The *Dewey decimal classification system* uses numbers to divide nonfiction material into 10 main categories:



DEWEY DECIMAL CLASSIFICATIONS			
000–099	General Works	500–599	Science
100–199	Philosophy	600–699	Technology (applied science)
200–299	Religion	700–799	Fine Arts (art, music, sports, hobbies)
300–399	Social Sciences	800–899	Literature
400–499	Languages	900–999	History

Write a letter to match each title below with a category number.

- |   |            |
|---|------------|
| 1. ____ <i>Jazz in America</i>                            | a. 400–499 |
| 2. ____ <i>Bonjour Mon Amis: Beginning French</i>         | b. 600–699 |
| 3. ____ <i>The Blue and the Gray: A Civil War History</i> | c. 700–799 |
| 4. ____ <i>Medical Breakthroughs of the 20th Century</i>  | d. 800–899 |
| 5. ____ <i>Collected Poems of Robert Frost</i>            | e. 900–999 |

- Each general Dewey decimal category is further divided into smaller subjects. Within Science (500–599), books about mammals have numbers beginning with 599. Subjects are broken down further by adding decimal numbers. For example, 599.8 indicates a book about apes.

You will find a Dewey decimal number on a book's spine. The same number will appear on the computerized catalog or card catalog listing.

- B. Locate the Dewey decimal number on the spine of any nonfiction library book. On the back of this sheet, write the title of the book, the Dewey decimal number, and the name of the book's general category.

## LIBRARY SKILLS: THE LIBRARY CATALOG

Each book in the library has a *call number*. The first line shows the Dewey decimal number. It is followed by letters from the author's name.

**EXAMPLE:**

527.6
LAR

You can find library materials by using the catalog. You will find the catalog information on the library computer or on cards in a cabinet drawer. Alphabetized listings give the call numbers of each book in the library. Each book will have three listings—by *author*, by *title*, and by *subject*.

A. To find each book described below, would you look under **author**, **title**, or **subject**? Write your answer on the line. The first one has been done for you.

1. subject a book about skydiving.
2. \_\_\_\_\_ a book written by Charles Dickens
3. \_\_\_\_\_ a book about Charles Dickens
4. \_\_\_\_\_ a book of Halloween stories
5. \_\_\_\_\_ a book called *The First Halloween*
6. \_\_\_\_\_ a book written by Hal Owens



B. Study the entry to the right. It could appear on a card in a catalog drawer or on a computerized catalog. Use the information as you circle each answer.

617.7 Author: Wilson, Walter  
 WIL  
 Title: Lasers: Healing Light  
 Publisher: Chicago: New Press, 1995  
 121 p.: includes illus and index  
 1. lasers 2. medicine, technology

1. The entry is: a. an author listing. b. a title listing. c. a subject listing
2. The author is: a. Walter Wilson. b. Healing Light. c. Ellis Strations
3. The publisher is: a. Wilson, Walter. b. Lasers. c. New Press
4. The title is: a. Wilson, Walter. b. Lasers: Healing Light. c. New Press
5. The call number of the book is: a. 617.7 WIL. b. 617.7. c. 121.

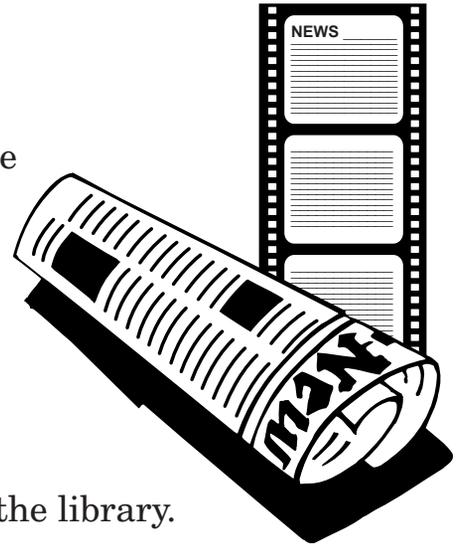
## LIBRARY SKILLS: NONBOOK MATERIALS

- Important but often overlooked sources for research materials are *microfilm* and *microfiche*. In addition to digital documents, libraries reproduce and archive some materials in *microforms*. These items are photographed and reduced in size. They may be reproduced on microfilm, a tape that comes in reels. They might also appear on transparent cards called microfiche. If stored properly, microforms can last hundreds of years. Microforms are ideal for storing copies of 18<sup>th</sup> and 19<sup>th</sup> century newspapers and census information.

Microform items may be listed in the card catalog. Other libraries list them in a separate catalog. You will need a special machine to read microforms. Most libraries also have printers to produce hard copies of the information. Mechanical readers and printers usually have instructions. However, you may need help from a librarian.

- A. Study the information above. Circle a letter to complete each statement.

1. Material is stored in microform to
  - a. make it easy to find.
  - b. save space.
2. Items you would likely find on microfilm include
  - a. a year-old issue of your local newspaper.
  - b. a current best-selling novel.
3. To read microfilm you must
  - a. take it home.
  - b. use a machine.
4. To locate the microform material you should
  - a. check catalog listings.
  - b. wander around the library.



- B. The *vertical file* is another source of nonbook material. This cabinet holds pamphlets, booklets, and news and magazine clippings on many topics. In many libraries, vertical files are being replaced and students are often referred to the Internet to locate information.

Cross out the items you would not expect to find in a vertical file.

- a. a booklet on AIDS prevention
  - b. a popular novel
  - c. back issues of the local paper
  - d. a biology textbook
- C. On the back of this sheet, write definitions of (1) microfilm, (2) microfiche, (3) mechanical reader, and (4) vertical file.

## LIBRARY SKILLS REVIEW

A. To complete each statement, fill in the blanks with words from the box.

<b>author</b>	<b>subject</b>	<b>title</b>
<b>vertical file</b>	<b>call number</b>	<b>Dewey decimal</b>

1. The three types of catalog listings are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. Most city and school libraries arrange materials according to the \_\_\_\_\_ system.
3. You can locate a book in the library by using the \_\_\_\_\_.
4. Pamphlets and news clippings are stored by topic in the \_\_\_\_\_.

B. Get to know your school or city library better by answering the questions below. (You may need to visit, call, or view the library's Web site for information.)

1. Complete the following chart of library hours:

	OPENS	CLOSES		OPENS	CLOSES
Sunday	_____	_____	Thursday	_____	_____
Monday	_____	_____	Friday	_____	_____
Tuesday	_____	_____	Saturday	_____	_____
Wednesday	_____	_____			

2. For how long may a regular, circulating book be checked out? \_\_\_\_\_
3. What is the daily fine for an overdue book? \_\_\_\_\_
4. What is the library policy on lost books? \_\_\_\_\_  
\_\_\_\_\_
5. Can you search for books through the library's Web site? \_\_\_\_\_

C. On the back of this sheet, make a map of your school or city library. Show at least four of the following: (a) checkout desk, (b) periodical (magazine) section, (c) card catalog, (d) computers, (e) copy machine, (f) microfilm section, (g) librarian's desk, (h) vertical file, (i) fiction books, (j) exits.