

T.O.O.L.S. for Work Supplement 12

Library Tour

Materials: Handout "How the Library Works"

Prerequisite: None

Lesson duration: 60 minutes

I. Introduction

Hand out "How the Library Works" and discuss it before walking through the library. Use the handout as a guide for what to look for during the library tour.

II. Library tour

A. Reference materials cannot be checked out.

1. Magazines and newspapers: current issues and back issues
2. Telephone books, Consumer Reports and similar publications: current and back issues
3. Dictionaries and Encyclopedias

B. Check-out books can be found using the card index or computer system using call numbers to find the right stack and shelf. Practice looking for books that are of interest to the participants then finding them.

1. Fiction: use author's last name to find the book.
2. Non-fiction: use the call numbers to find the book.
3. Video and/or audio tapes, books on tape, CD's may have different rental arrangements than do check-out books.

C. Resources - people and places

1. Reference Librarian - Where is she or he located and what is their job?
2. Literacy Office - Is there one inside the library?
3. Children's Room - How many children's books can you check out at a time? What special programs are offered for children at the library?
4. Library Hours - Where are these posted?
5. Check-out or Circulation Desk - Where is it in the library? What are the rules for checking out books?
6. Book Return - Where do you return books when the library is open? When it is closed?

Library Tour Handout

How the Library Works: Vocabulary

Magazines and newspapers - These are reference materials and stay in the library. They can be read in the library, but cannot be checked out.

Fiction - Short stories or novels that are not based on fact. Many people read fiction for pleasure. These books can be checked out for free if you have a library card.

Non-fiction - Books that are based on fact. People usually read non-fiction to learn more about things they are interested in or to find information for a school assignment. These books can be checked out for free if you have a library card.

Call numbers or Dewey decimal system - The numbers on each non-fiction book that place the book in the right category and in the right spot in the library.

Alphabetical order - The way most items are listed or placed. Fiction books are placed alphabetically by author's last name. Non-fiction books are placed alphabetically by author's last name *within a given call number*.

Subject - The information you want, for example, cars, cooking, travel, or childcare.

Title - The name of the book.

Author - The person who wrote the book.

Librarian - The person who works in the library. Some librarians register people for new library cards and check out books. The reference librarian helps you find specific books and other information if you can't find it yourself. Their job is to answer your questions, so be sure to ask them.

Library card - The card you get for free so the library can keep track of who has borrowed the books. Ask at the circulation desk what you need to do to get one. In most libraries, children may also have their own library cards.

Check out or borrow - To take the book home for a certain amount of time, for free. Ask the check-out librarian at the circulation desk how long you may borrow the book you want. Some things may be borrowed for a longer time than others. To check out or borrow a book, show the book and your library card to the check-out librarian. Ask what the fine is if you return the book late.

Check-out or Circulation Desk - The place you take your books to check them out using your library card. Where you can get a library card if you don't have one yet.

Due date - The date the book must be returned to the library. This date is stamped inside the front of each book you check out. You will owe money if you return the book late.

Fine - The small amount you will owe for every day you are late returning a book. If you are returning a book you know is late, take the book to the check-out librarian, do not put it in the book return.

Book return - The place you put books you are returning on time. Some libraries have a slot, like a mailbox, where you put your books.