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# WELCOMING YEAR FIVE STUDENTS TO THE LIBRARY

By the time children reach year five they are ready and eager to use all the components of the library. They are capable of searching the shelves for fiction and nonfiction books, they enjoy discovering and examining reference materials, and they are able to use a variety of multimedia materials.

*The Complete Library Skills — Year Five* presents an excellent overview of the card catalogue, with emphasis on how one chooses the appropriate card (author, title, subject) and how to locate these cards. From this review the children complete a study of the Dewey Decimal System, ranging from how books are categorised in the system, to how books are organised by Dewey call numbers.

The ‘Parts of a Book’ section covers topics such as how children can locate information in a book; use an index, copyright page, table of contents, illustration pages, and glossary; and how to evaluate whether the information in the book they have chosen could be of use in writing a report.

The skills of researching with magazines, newspapers, encyclopedias, specialised encyclopedias, atlases and biographical dictionaries are all presented in detail. These are reference materials that year five students will be able to effectively use for topic reports and for searching out information of interest.

The final literature section of *The Complete Library Skills — Year Five* introduces children to the Australian Children’s Book of the Year Award winners, as well as poetry, science fiction and tall tales.

At the end of year five, these capable ten- and eleven-year-old children will be able to use the library with skill and confidence, and will delight in the wealth of knowledge and information provided for them in their library!



# THE CARD CATALOGUE

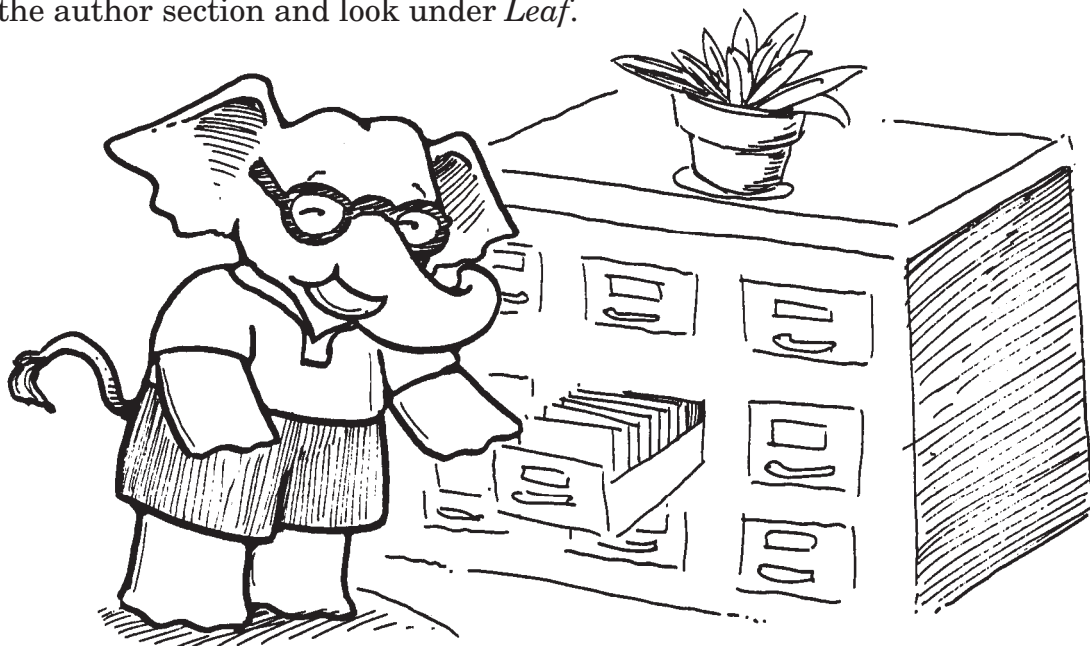
The card catalogue is a collection of author, title and subject cards grouped together. It is a guide for you. Think of it as a giant telephone book for the books in the library. Each of the three cards gives the same information. The only item that is different is the first line of each card. The author card begins with the last name of the author, the title card begins with the title of the book, and the subject card begins with the subject of the book. Subject cards are written in all capital letters.

These cards give you the address where the book can be found in the library. You know how to use the telephone book to find an address or phone number. Think of the card catalogue working in the same way. If you need to find information, go to the card catalogue and decide in which section you need to look. If you know the title of the book you are looking for, choose the title section. If you know the author's name, choose the author section. If you know what your book is about but do not know the book title or author's name, choose the subject section.

Now look at the first word of the title. Remember not to count the words *a*, *an* and *the*. Your book will be under that first word. For example: *The Shady Tree* will be found under S.

What if you only know that *The Shady Tree* written by Peter Leaf is about a mystery that takes place in the country. You go to the subject section and look under MYSTERY because that is the subject of the book.

What if you want a book by Peter Leaf but can't remember the title? Go to the author section and look under *Leaf*.



NAME \_\_\_\_\_

## TITLE CARD

Fic      The Mystery of the Green Parrot

Fea

Feather, Sally

Mystery of the green parrot. Melbourne, Victoria.

Pellet Press. 1988.

63 p. illus.

This is the story of a parrot and his adventures  
in his strange cage.

1. Fiction—Parrot stories

I. Title

1. \_\_\_\_\_ What is the title of this book?
2. \_\_\_\_\_ Who is the author?
3. \_\_\_\_\_ What year was the book published?
4. \_\_\_\_\_ What is the call number?
5. \_\_\_\_\_ What is the book about?
6. \_\_\_\_\_ How many pages are in the book?
7. \_\_\_\_\_ Who published it?
8. \_\_\_\_\_ Where was it published?
9. \_\_\_\_\_ Is it a fiction book?
10. \_\_\_\_\_ What is the subject heading?



NAME \_\_\_\_\_

# MEDIA CARDS

In this library you can find media cards for the following:

cassette tapes  
pictures  
CDs  
slides  
film strips  
vertical file

yellow  
green  
blue  
orange  
purple  
red



Read the following situations. What type of card will give you the information you need? Write the type of media card and its colour.

1. \_\_\_\_\_ Where will you find a song about explorers on a CD?
2. \_\_\_\_\_ You need a picture for your report about Sir Donald Bradman.
3. \_\_\_\_\_ Your teacher plans a film strip about the early settlers. Does the library have one?
4. \_\_\_\_\_ Your teacher plans to play a cassette tape of *The Story of Peter Rabbit*. Does the library have it?
5. \_\_\_\_\_ You need a picture of a dinosaur. Where do you go?
6. \_\_\_\_\_ You plan to include a map of Captain Cook's trip to Australia. Where do you go?
7. \_\_\_\_\_ You plan to show a slide of Spain for your report. Where do you go?
8. \_\_\_\_\_ You need a short article about good nutrition. Where do you go?
9. \_\_\_\_\_ You need to know what the first illustration of Santa Claus looked like in order to draw a picture for your report about holidays. Where do you go?
10. \_\_\_\_\_ You need a picture of the kookaburra for your report about birds. Where do you go?

# DEWEY DECIMAL SYSTEM— CALL NUMBERS



The Dewey Decimal System is a method of putting books in order on the library shelves. Melvil Dewey created this system for nonfiction books. There are ten divisions. Each division is divided again and once again. Each division holds books about the same subject. Let's look at the system.

000–099	<b>General Works</b> —dictionaries and encyclopedias
100–199	<b>Philosophy</b> —ideas of humankind
200–299	<b>Religion</b>
300–399	<b>Social Sciences</b> —laws, government, fairy tales, folk tales
400–499	<b>Languages</b>
500–599	<b>Sciences</b> —rocks, animals, insects
600–699	<b>Useful Arts</b> —(how things work) cooking, pet care, how roads are made
700–799	<b>Arts</b> —painting, photography, arts and crafts, sport, music, drawing
800–899	<b>Literature</b> —poems, plays, short stories
900–999	<b>Geography and History</b> —history, travel, biography, atlases
000–099	<b>General Works</b> —This division is really a reference division. You will find dictionaries and encyclopedias in this section.
100–199	<b>Philosophy</b> —This division contains the basic ideas that humans have written.
200–299	<b>Religion</b> —This division holds all the ideas of the religions of the world.
300–399	<b>Social Sciences</b> —This division holds books about the laws, governments or literature of countries. If you need a book about how laws are made, see the 300s. If you need to know how the government works, see 300s. If you need to know about the customs of a country, see 300s. If you are interested in folk tales (stories of a certain country) see the 300s.
400–499	<b>Languages</b> —This division holds books about foreign languages. If you want to learn French, Spanish or any other language, see the 400s.
500–599	<b>Sciences</b> —If you need a book about insects, rocks, animals, or anything that falls into the science area, see the 500s.
600–699	<b>Useful Arts</b> —If you need to know how something works, see the 600s. Hobbies, such as cooking or pet care, are in this division.
700–799	<b>Arts</b> —Anything in the arts belongs in the 700s. Sport, music, any arts and crafts, painting and drawing are in here.
800–899	<b>Literature</b> —Stories, plays and poems are in here.
900–999	<b>Geography and History</b> —Books about history, travel and geography (atlases) are in here.

It is not necessary to memorise or learn each division of the Dewey Decimal System. If you want to use the library more effectively, be aware of the ten divisions and how they work. Most libraries will have a chart of the Dewey Decimal System which you can check when you need to.