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WELCOMING YEAR SIX STUDENTS TO THE LIBRARY

The year six student has already learnt a great deal about the library and the wealth of materials that can be found there. *The Complete Library Skills — Year Six* provides a good review in the first part of the book which covers the Dewey Decimal System, the card catalogue, magazines, encyclopedias, indexes, and other review topics.

The primary focus of *The Complete Library Skills — Year Six* is ‘research’. Year six is a time when students are maturing and preparing for the transition to secondary school. This is a wonderful time to help these students learn how to use the library and its reference materials for writing research reports. In *The Complete Library Skills — Year Six*, the children will learn how to choose a topic, brainstorm topic ideas, prepare for researching the topic and use reference materials (almanac, biographical dictionary, encyclopedias, atlas, vertical files); how to use time lines, summary charts and tables; how to take notes, organise an outline, evaluate research and support research statements; and how to write a footnote and bibliography.

In the final section of *The Complete Library Skills — Year Six*, the children will be encouraged to read mystery stories and will learn what makes a good mystery. Following the mysteries, the children will be introduced to the world of ‘children’s classic literature’. Year Six is an excellent time to motivate children to read some of the world’s greatest pieces of literature, such as *Huckleberry Finn* and *Black Beauty*.

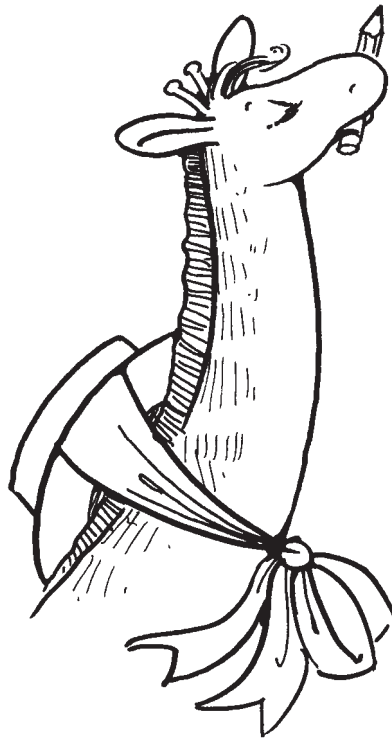
THE DEWEY DECIMAL SYSTEM

Sometimes you will visit your library and ask: Where do I begin to look? Which section of the Dewey System do I need to check? To decide which section of the Dewey System will help you, you must analyse your research situation. Ask yourself three questions:

What do I really need?
Where can I find it?
How much information do I want?

Let's look at an example. You are looking for information about space travel and satellites. What do you need? You need information about space satellites. Where can you find it? Look at the Dewey chart. The 600-699 section (Useful Arts) has books about transportation including space. Now how much information do you need? You need enough information for a report, so at least two or three books will help.

It is also a good idea to clearly define your research topic. If you are clear about the subject, it will be easier to choose a Dewey section. Look at the research situations on page 12. See if you can choose a Dewey division to help you.



THE DEWEY DECIMAL SYSTEM

USING IT WELL

The Dewey Decimal System is a system that arranges books in ten divisions. A book is given a call number which includes the Dewey number and the first three letters of the author's last name. The books are then arranged in numerical order first and alphabetical order second.

Here is a Dewey Decimal System chart to help you review the ten sections of the library.

000 - 099	GENERAL REFERENCE – (Dictionary, Encyclopedia)
100 - 199	PHILOSOPHY & PSYCHOLOGY – (Ideas of Humankind)
200 - 299	RELIGION
300 - 399	SOCIAL SCIENCE – (Fairy Tales, Fables, Government, Laws)
400 - 499	LANGUAGE
500 - 599	SCIENCE – (Rocks, Animals, Insects)
600 - 699	USEFUL ARTS – (Cooking, Pet Care, Farming)
700 - 799	FINE ARTS – (Sports, Arts & Crafts, Photography)
800 - 899	LITERATURE – (Poems, Plays, Short Stories, Novels)
900 - 999	GEOGRAPHY AND HISTORY – (Atlas, Travel, Biography, History)

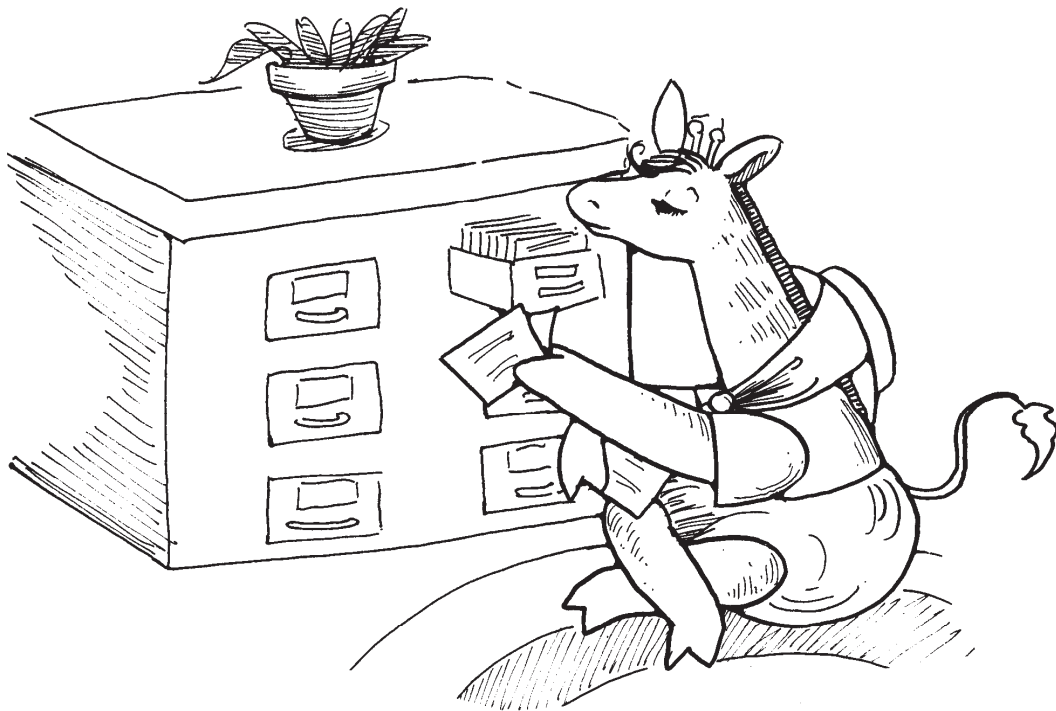
CARD CATALOGUE- RESEARCH SITUATIONS

How do you decide which catalogue card you need? When you are faced with a research situation, it is important to get the facts first. You need to decide whether you need an author, title or subject card.

Let's look at a typical research situation. Your teacher assigned a report about science experiments and weather. You don't have the author's name or the title of the book, but you do know the subject. You can look under science experiments or weather.

Let's look at another situation. You need to know if Arthur Small wrote twenty-seven mystery books. You don't have the titles, but you know the author's name and the subject. You could check mystery, but then you would have to check if there were twenty-seven cards by the same author, and you would have to check the entire mystery drawer. Checking the author's name will be much easier.

Now let's look at some research situations.



NAME _____

WHICH CATALOGUE CARD DO YOU NEED?

Read each research situation. Do you need a subject, author or title card? Give the title, author or subject for each situation.

1. _____ You are studying the stars. You have been watching a really big one from your window. Which card do you need?
2. _____ You are making a poster for the science fair. You plan to draw the different types of clouds. Where do you look?
3. _____ Did Mary Day really write twenty-seven books about ants?
4. _____ You need a book about famous scientists.
5. _____ Did Reba MacIntyre write a mystery called *The Strange Tree*?
6. _____ Are there any books about the stars?
7. _____ Are there any books about Sally Ride?
8. _____ Your dog needs training. Where do you look?
9. _____ Are there any books about Peter Starr?
10. _____ You are making a poster for good nutrition month. You plan to win the poster contest. Where can you find information about nutrition and cooking?