

Library Unit Handouts

1. Media Center Rules
2. Dewey Decimal System chart
3. Parts of a nonfiction book
4. Internet vocabulary
5. Evaluating Internet websites

WHS Library Media Center Rules

The purpose of a school library/media center is to provide educational materials and services for teachers and students. In order for the library to best serve the school, students are expected to observe the following practices:

1. Come to the library prepared to work, with the necessary supplies in hand. Leave food and drink behind.
2. Bring your planner with a teacher's signature. Be sure the media specialist signs it before leaving. Return to study hall 5 minutes prior to the bell.
3. Quiet, courteous behavior is expected. Students are given one warning. Second offense results in loss of library use for one week.
4. In order to check out materials, the student must present his/her lunch card. Return items used to the bookdrop slot in the checkout desk.
5. Handle books and materials with care. Unusual "wear and tear" may require some compensation by the user. Students are responsible to pay for lost materials. If the material is found in good condition before the end of the school year, the replacement fee will be refunded.
6. Most books may be checked out for a two-week period. They may be renewed for the same length of time IF they are brought to the library before they become overdue. You must have the book in hand to renew it.
7. A fine of ten cents per day will be charged for overdue books. Magazines, newspapers, and reference books may be checked out for one period. A late fine of ten cents per hour is charged for these items. Students with fines will not be allowed to check out materials until the fine is paid. Seminars will be given at the end of the quarter if materials are not returned, renewed, or if fines are not paid by the deadline.
8. Students are expected to obtain a signature from their classroom teacher prior to study hall in order to use the computers during study hall. They are to be used to complete classroom assignments. NO game playing is allowed. E-mail may be used before and after school only.
9. Use technology carefully. Be sure to report any malfunctions immediately. Keep the tables neat, and push-in the chair when finished.
10. If a class arrives to use computers, leave the computer area quickly and quietly.

Please be sure to ask the Media Specialist anytime you need assistance.

INTERNET VOCABULARY

1. NETWORK

A group of computers connected to each other in order to share resources.

2. INTERNET

A free, worldwide computer network designed to foster the creation and sharing of ideas.

3. E-MAIL

Allows users to send and receive messages to each other over the Internet.

4. WWW

An abbreviation for the World Wide Web, which organizes information on the Internet as hypertext links one can select with the mouse; includes text, graphics, sound, and video.

5. URL (Universal Resource Locator)

The address used to locate a specific site on the Internet. <http://> indicates that the site is on the WWW.

6. WEB BROWSER

Software that allows users to access and navigate the WWW.
Examples: Netscape and the Internet Explorer.

7. HOME PAGE

The first place on the Internet your computer shows when the browser is opened. Also a first file for a location that has several files.

8. HYPERTEXT

Data that contains links to other data.

9. SEARCH ENGINE

An Internet site that allows for keyword searching of online information.
Examples: Yahoo, Altavista, Infoseek, etc.

10. PLAGIARISM

The act of plagiarizing; taking someone's words or ideas as if they were your own. Using "cut and paste" on the computer may lead to plagiarizing. Your writing include your ideas supported by thoughtful research. Be sure to give credit to your sources.

OTHER TERMS I NEED TO FIND OUT ABOUT:

The Dewey Decimal Classification System

000 GENERALITIES

- 010 Bibliographies & catalogs
- 020 Library & information sciences
- 030 General encyclopedic works
- 040 Unassigned
- 050 General serials & their indexes
- 060 General organizations & museology
- 070 News media, journalism, publishing
- 080 General collections
- 090 Manuscripts & rare books

200 RELIGION

- 210 Natural theology
- 220 Bible
- 230 Christian Theology
- 240 Christian moral & devotional theo.
- 250 Christian orders & local churches
- 260 Christian social theology
- 270 Christian church history
- 280 Christian denominations & sects
- 290 Other and comparative religions

400 LANGUAGE

- 410 Linguistics
- 420 English & Old English
- 430 Germanic languages, i.e., German
- 440 Romance languages, i.e., French
- 450 Italian, Romanian, Rhaeto-Romanic
- 460 Spanish & Portuguese languages
- 470 Italic languages, i.e., Latin
- 480 Hellenic languages, i.e., Classical Gr.
- 490 Other languages

600 TECHNOLOGY (Applied Sciences)

- 610 Medical sciences, i.e., Medicine
- 620 Engineering & allied sciences
- 630 Agriculture
- 640 Home economics & family living
- 650 Management & auxiliary services
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Buildings

800 LITERATURE & RHETORIC

- 810 American literature in English
- 820 English & Old English Literature
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian, Rhaeto-Romanic
- 860 Spanish & Portuguese literatures
- 870 Italic literatures, i.e., Latin
- 880 Hellenic literatures, i.e., Classical Gr.
- 890 Literatures of other languages

100 PHILOSOPHY & PSYCHOLOGY

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, medieval, Oriental philosophy
- 190 Modern Western philosophy

300 SOCIAL SCIENCES

- 310 General statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social services; associations
- 370 Education
- 380 Commerce, communications, transport
- 390 Customs, etiquette, folklore

500 NATURAL SCIENCES & MATHEMATICS

- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Earth sciences
- 560 Paleontology, Paleozoology
- 570 Life Sciences
- 580 Botanical sciences
- 590 Zoological sciences

700 THE ARTS

- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts
- 740 Drawing & decorative arts
- 750 Painting & paintings
- 760 Graphic arts, i.e., Printmaking & prints
- 770 Photography & photographs
- 780 Music
- 790 Recreational & performing arts

900 GEOGRAPHY & HISTORY

- 910 Geography & travel
- 920 Biography, genealogy, insignias
- 930 History of the ancient world
- 940 General history of Europe
- 950 General history of Asia & Far East
- 960 General history of Africa
- 970 General history of North America
- 980 General history of South America
- 990 General history of other areas

PARTS OF A BOOK

Once you have found the right book, you should be able to take advantage of the various aids that the author and publisher have provided. To do so, you need to know the important parts of a book and the uses of each.

The Title Page

The first important page in a book, the title page gives the complete title, the subtitle, if there is one, the name of the author and editor (sometimes an affiliation, especially in a textbook), the name of the publisher, and the place of publication.

The Copyright Page

The reverse side of the title page is the copyright page. Here you find the year in which the book was copyrighted; i.e., registered in the government copyright office in Washington. Before publishers release a new book, they send two copies to the United States Copyright Office along with certain required information. The office then issues a copyright, which gives to the copyright owner exclusive right to print the book or any part of it during the lifetime of the author and for a period of fifty years after the author's death. Sometimes publishers secure a copyright in their own name, sometimes in the name of the author. The purpose of the copyright is to protect the author and publisher, who have invested their work and money in the book. Reprinting Copyrighted material without the permission of the copyright owner is a criminal offence.

Often you will find more than one date listed on the copyright page: "Copyright 1946, 1949, 1955." This means that the first edition of the book was copyrighted in 1946. In 1949 and 1955 new material was added and a new copyright secured to cover the new material. In books published since September 1957, the international copyright symbol is used: © 1980. The date of the copyright is very important when you wish to know whether the material in a book is sufficiently up-to-date to be reliable.

Publishers sometimes indicate on this page which printing of the book this particular volume represents. Note the distinction between a new copyright and a new *printing date*. The former tells when the book was last revised; the latter, *when it was merely reprinted*.

The Preface, Foreward, Introduction

These terms are now used interchangeably to refer to matter at the beginning of a book in which the author, editor, or publisher explains the purpose and scope of the book, gives information which aids the reader in understanding the book, acknowledges indebtedness, etc.

Table of Contents

The table of contents appears at the front of the book and consists of a list of the chapters and subdivisions with their page numbers. It provides a quick view of the content and organization of the entire book.

The table of contents may tell you how much information the book contains on a particular topic, but the index is more reliable guide for this purpose. For example, a book on the history of aviation may or may not have a chapter title referring to fighter planes of World War I, but some mention of this topic is almost certain to be included in such a book. If it is, you will find it listed in the index.

List of Illustrations (Photos, Maps, Diagrams, Charts, etc.)

A list of illustrations with page numbers is sometimes included in books that give a prominent place to illustrations. Such a list would be of obvious value in an atlas, a history of art, or a book on fashions, for example.

The Appendix

The appendix contains additional material which the author did not wish to include in the body of the book. It may include long quotations from other works on the subject, lists, diagrams and table, etc.

The Glossary

A glossary is usually a list of definitions of technical words used in the book. It is placed near the close of the book.

The Bibliography

The bibliography is a list of books consulted by the author in writing a book or recommended to the reader who wishes more information. The bibliography may be titled “references” or “for further reading”.

The Index

The index is an alphabetical list of topic treated in the book, given with page numbers. It is much more detailed than the table of contents. The index lists every reference to a topic and tells you exactly how many pages are devoted to it. When you have found a book that seems likely to provide information on your topic, the index will tell you how much information there is and exactly where to find it.

The Dust Jacket

The dust jacket is the paper covering on a book. It may contain a summary of the book and information about the author(s). A barcode label is attached to the front and the call number label is attached to the spine of the dust jacket.

Evaluating a Website

Features of a quality site:

1. Person/organization responsible is identified
 - *Is there a link to information about the author or sponsor?
If the page doesn't include a person or sponsor, is there another way to determine its origin?
(Hint: look in the header, or footer, look at the URL for .com., .gov, .edu)
2. Currency
 - *Site has date or indication of currency
Is the page dated? If so, when was the last update?
 - *How current are the links? Have some expired or moved?
3. Information is accurate
 - *Is the site designed carefully with no grammatical/spelling errors?
 - *Is there a way to check the information against other sources—Does the site list books and magazines that you could check?
 - *What is the purpose of the website (to sell? to educate? to entertain?)
4. Information is objective (not one-sided)
 - *Do they want you to think in a certain way or are they giving you lots of information so that you can make up your own mind?

To see if you are “web savy”, visit <http://www.quick.org.uk/menu.htm>
For the Quality Information Checklist