

Welcome to your library

Your library has:

- **Fiction books—imaginary, make-believe, and not true.**
- **Non-fiction books—true, factual, and real life.**
- **Audiobooks—Books on CDs, MP3 players, and online.**
- **Reference books—Atlases, encyclopedias, dictionaries**
- **Online resources—The internet, online encyclopedia, ebooks, eAudiobooks, Online comics, digital magazines and more**
- **Games—On computers, board games, chess.**
- **Storytimes, competitions, and much much more...**



Do you know?

Answer as many of these questions as you can about your library.

1. Can you be too young to join the library?

2. What do you need to have to borrow from the library?

3. How do you get a library card?

4. What can you borrow from the library?

5. How many items can you borrow?

6. How long can you keep these items for?

7. How do you when to bring them back to the library?

8. What kind of books can you NOT borrow from the library?

9. When is your library open?

10. Can you use the internet in your library?



Imaginary, make-believe, and not true stories are called Fiction

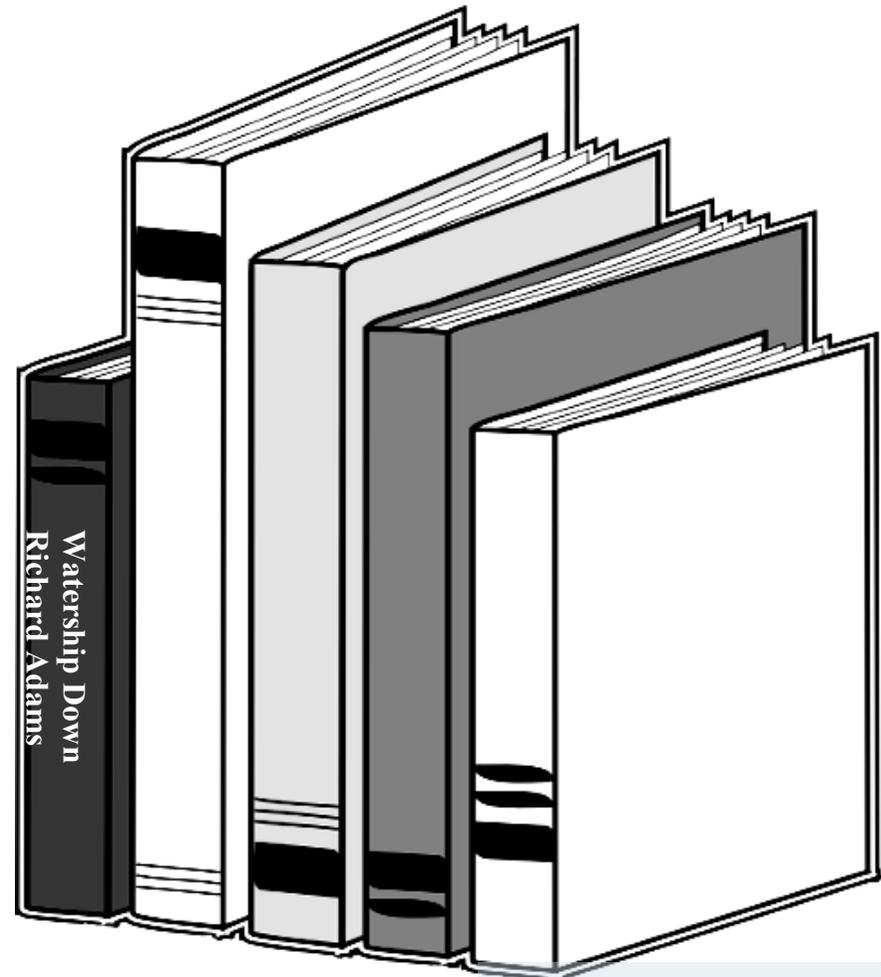
Fiction, or story books are arranged in A—Z order by the author's last name. (Picture books and board books, for younger children, are in their own section)

Circle the Author's last name of these five books:

- The Lion, the witch & the wardrobe by C.S. Lewis
- War horse by Michael Morpurgo
- The BFG by Roald Dahl
- Watership Down by Richard Adams
- The cat mummy by Jacqueline Wilson

Now try to put them in the correct order on the shelf. Work from left to right:

The first author has been filled out for you

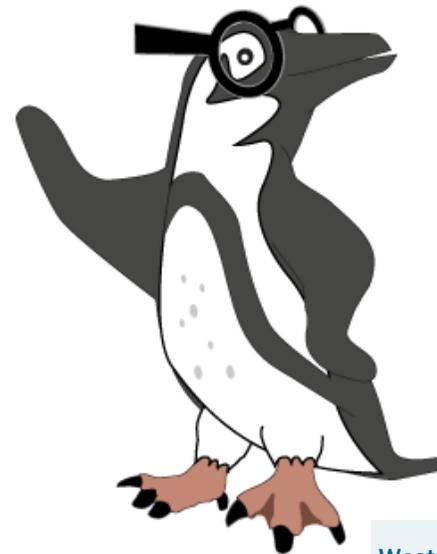


Fact or Information books are called **Non-fiction books**

Books on similar subjects are kept in the one place and are given a special code, known as a class or call number. This means that you can find books about the same topics together. A man named Melvil Dewey invented the system that libraries in Westmeath use. The system is called the Dewey Decimal Classification system, or the DDC.

Subjects are divided into ten categories, like this:

General Knowledge	000–099
The mind	100–199
Religion	200–299
Everyday life	300–399
Words & language	400–499
Science & nature	500–599
How things work	600–699
Arts & sport	700–799
Poetry & plays	800–899
History & geography	900–999



Dewey Decimal Classification:



Use the following Dewey Breakdown to locate different subject areas:

000 GENERAL KNOWLEDGE

- 000 Computers, Loch Ness, Bigfoot, UFOs, Aliens
- 020 Libraries
- 030 Encyclopedias & World Record Books
- 060 Museums
- 070 Newspapers

100 THE MIND (Philosophy)

- 130 Ghosts, Witches & the Supernatural
- 150 Optical Illusions, Feelings
- 170 Emotions, Values, Animal Rights

200 RELIGION

- 220 Bible Stories
- 290 Mythology, World Religions

300 EVERYDAY LIFE (Social Sciences)

- 300 Social Issues - immigration, racism, World Cultures
- 310 Almanacs
- 320 Government
- 330 Money, Working
- 340 Court System, Famous Trials

- 350 Armed Forces – Army, Navy, Air Force, etc.
- 360 Drugs, Environmental Issues, Titanic, Police, Firefighters
- 370 Schools
- 380 Transportation,
- 390 Holidays, Folktales, Fairy Tales

400 WORDS & LANGUAGES

- 410 Sign Language
- 420 Dictionaries, Grammar
- 430 German Language
- 440 French Language
- 450 Italian Language
- 460 Spanish Language
- 490 Hieroglyphics, Japanese Language



- 500 SCIENCE, MATH, and NATURE**
- 500 Science Experiments, Science Sets,
 - 510 Mathematics
 - 520 Stars, planets, astronomy, space
 - 530 Physical Science - force & motion, electricity, magnetism, light
 - 540 Chemistry, Atoms & Molecules, Rocks and Minerals
 - 550 Volcanoes, Earthquakes, Weather, Hurricanes, Tornadoes
 - 560 Dinosaurs, Prehistoric Animals, Fossils
 - 570 Forests, Rain Forests, Deserts, Mountains, Oceans, Evolution
 - 580 Plants, Flowers & Trees
 - 590 Animals & Insects
 - 592 Worms, Invertebrates
 - 593 Corals, Sea Invertebrates
 - 594 Seashells, Snails, Octopus
 - 595 Insects, Spiders
 - 597 Fish, Frogs, Toads, Reptiles, Amphibians, Snakes
 - 598 Birds
 - 599 Mammals of the Land and
- Ocean, Whales

- 600 HOW THINGS WORK (Science & Technology)**
- 600 Inventions
 - 610 Human body, Health
 - 620 Rockets, Trains, Cars, Trucks
 - 630 Farming, Farm Animals, Cats, Dogs, Pets, Horses
 - 640 Cookbooks, Sewing
 - 650 Secret Codes
 - 660 How Food is made

- 670 Paper Making
 - 680 Woodworking
 - 690 Building
- 700 ARTS and SPORT**
- 710 Art Appreciation, History of Art
 - 720 Houses, Buildings
 - 730 Origami, Paper Crafts
 - 740 Drawing, Crafts,
 - 750 Painting
 - 760 Printing
 - 770 Photography
 - 780 Music
 - 790 Sports, Games, Magic, I Spy, Camping, Fishing, Racing, Hunting

- 800 POETRY and PLAYS**
- 810 Poetry, Plays, Jokes & Riddles
 - 820 Shakespeare
 - 860 Poetry in Spanish
 - 890 Japanese Poetry, Haiku

- 900 GEOGRAPHY and HISTORY**
- 910 Explorers, Atlases
 - 920 Flags, People (Biography)
 - 930 Archeology, Ancient Civilizations
 - 940 Knights, Castles, World War I & II, European Countries
 - 950 Asian & Middle Eastern Countries
 - 960 African Countries
 - 970 North & Central American Countries, Native American Tribes, American History, States
 - 980 South American Countries
 - 990 Pacific Islands, Australia, Hawaii, Arctic, Antarctica



Match the Dewey Number to the word

Army

Africa

Ghosts

Fairy Tales

Maths

Spiders

Painting

Stars

Flags

Libraries

020

595

510

960

520

130

350

390

920

750



The library catalogue

The items kept in the library are listed in the catalogue. You can check the catalogue on the library's special computers, known as IPACs. You can also check the catalogue from home by visiting the library website. The catalogue lets you know

- A) If your library has a certain book. Or books on a particular subject.
- B) The author's name and/or the class number so you can find the book on the shelf.

Using the catalogue is easy. If you know the author of the book you are looking for, simply type the name in. Remember to start with the second name. If you don't remember the full name, that is okay, simply type in what you do know:

A screenshot of the LIBRARIES IRELAND website search interface. The page has a grey header with the logo 'LIBRARIES IRELAND' on the left and navigation links 'My Account | Join the Library | Encore Help' and 'My Basket (0 items) | Login and search' on the right. Below the header is a white search box with the text 'Catalogue' on the left. Inside the search box, there is a search input field containing 'wilson. j' and a play button icon. Below the input field is the text 'Advanced Search'. At the bottom left of the page is a link 'Back to top'.

The library catalogue

If you are looking for books on a certain subject you can just type what you are looking for, like “snakes” for example.

The screenshot shows a library catalogue search interface. At the top, there is a search bar with the word 'snakes' entered and a search button. Below the search bar, it says 'Results 1 - 25 of 687 for snakes'. On the left side, there is a 'Refine by' section with several categories: Library Service (Clare, Carlow, Cavan, Cork City, Cork County), Format (Book, Music Recording, DVD, Graded Reader, Spoken Recording), Availability (At the library, Online), Found In (Title, Subject, Author), Language (English, Chinese, French, Italian, Arabic), and Tag (snakes, childrens stories, reptiles, snakes as pets). The main content area displays a list of search results. Each result includes the title, author, format, and year, along with a 'Request it' button and 'Additional actions' (heart, envelope, plus). The results shown are: 'Rise of the shadow snakes. Series 2, book 4 / Adam Blade.', 'Slippery snakes and whispering seashells.', 'It's all about...slithering snakes.', 'Dead man at Snake's Creek / Rob Hill.', and 'Why do snakes and other animals have scales? / Clare Lewis.'

If you only want to see books about Snakes you can click on **Format — Book**

Then click on whatever title you like.

The catalogue will then tell you the **Location (which library it is in), Call No. (from the Dewey Decimal System), Status (checked out or in the library, and date it is to be returned).**

All this information will help you to find the book in the library.

You can also request a book from any other public library in Ireland by logging in to your account.

Catalogue action!

Use the catalogue to answer these questions

1. Are there any books by Chris Powling in your library?

2. Are they Fiction or Non-Fiction?

3. Where would you look for them on the shelf, author's last name or Call Number?

1. Are there any books by Daisy Meadows in your library?

2. Are they Fiction or Non-Fiction?

3. Where would you look for them on the shelf, author's last name or Call Number?

1. Are there any books about Pirates in your library?

2. Are they Fiction or Non-Fiction?

3. Where would you look for them on the shelf, author's last name or Call Number?

1. Are there any books by Geronimo Stilton in your library?

2. Are they Fiction or Non-Fiction?

3. Where would you look for them on the shelf, author's last name or Call Number?



Dewey Detective

Find the Dewey number (or Call No.) for Dinosaurs. You do this by looking up the word Dinosaur in the catalogue.

When you find the Dewey number write it in the box:

1) Dinosaurs .

Hint: the first number you write down should be a 5

Try and find a book with that number on the library shelves



Dewey Detective

Let's try some more subjects:



2) Astronomy .

3) Music .

Now choose subjects you are interested in...

4) _____ .

5) _____ .



A Non-Fiction book has Four Main parts



Contents page

Is at the beginning of the book and lists all the different chapters with their page numbers. It gives a quick run down of the book

Title page

Tells you the author, title, publisher, and date of publication. Some of the details may be on the back of the title page. The publication date can sometimes be very important e.g. many Atlases are now out of date.

Reading list

Can be at the end of each chapter, or at the end of the book. This is sometimes called the Bibliography, and lists other books on the same subject if you want to read more on the subject.

Index

Is at the back of the book and lists all the topics that are in the book. Keywords are used in A–Z order with page numbers beside them. This is especially useful when looking for a specific subject in an encyclopedia or book that covers a lot of different subjects.

Not all books have a **Glossary**, but you can find it near the end of the book. It explains some of the more difficult and unusual words. If your book doesn't have a glossary you can always look words up in a dictionary instead.

Contents & Index pages :

Finding the information you need



What page would you turn to if you wanted to read about meteors?

Look at the number of pages in each chapter.
Why do you think there are more pages in some chapters?

On which page would you look to find information about the planet nearest to earth?

Here is the table of contents of a book about Astronomy

4	The universe of stars
6	Looking at the sky
8	Earth's nearest neighbour
10	The nearest star
12	Family of the sun
14	The inner planets
16	The outer planets
18	Meteors and Comets
22	Wonders of the northern sky
26	Wonders of the southern sky
29	Strange frontiers
33	Index

Here is the Index of a book on General Knowledge.

Airport	54–55
Air-Sea Rescue	34, 40
Air ship	18–19
Air Traffic Control	60–65
Alabama battleship	37
Alaska	10
Albatross	14
Alfred the Great	45
Alligator	55
Aluminium	16, 67

Don't forget to check the Index to find the information you need. Remember, the Index is at the back of the book.
Which page gives you information on Alaska?

You can read about two different subjects in more than one place in this book. What are they?

How can you tell that there is a lot of information about Air Traffic Control?

Reader profile

To help you choose a book with a story which interests you, it is a good idea to know something about yourself. Fill in your own Reader Profile:

Name _____

Age _____

Your Favourite Author _____

Your hobbies and interests?

Your favourite TV programme?

List some fiction books you have enjoyed

If you could a book written specially for you what would it be about? Would it be : A mystery or an adventure? Happy or sad? About people or animals? With sports or dragons?

What would you call it?

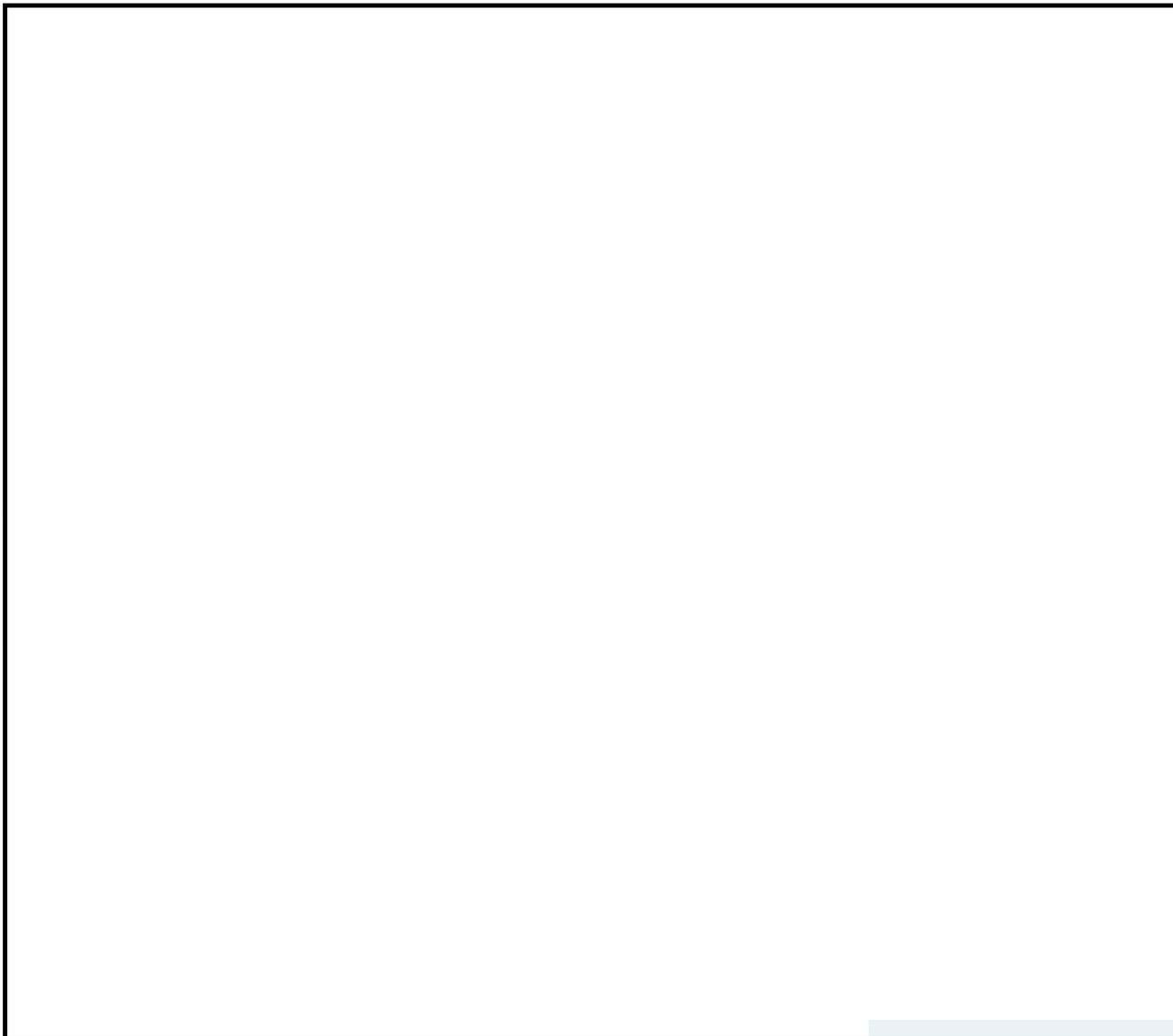
Write about it



Why not swap your Reader Profile with a friend's. Look at their hobbies, interests, etc. If you know of any books they might like let them know. Ask your friend to recommend a book to you too.

On the next page, draw a picture of the cover.

Your Book



Book Report

In school you might be asked to write about a book you have read.

Author and title of the book

Who was the main character

What was s/he like?

What was the book about?

Did you enjoy reading the story? Why? Or Why not?

Write down the title of your favourite book

Swap it with a friend's title. Now, do a book report on your friend's book.

Compare the two reports on the same book. Are they very different from each other.

Why?



Topic Trail

Start...

1) Write down your topic

2) Decide how much and what type of information you need

Take notes or photocopy relevant pages. Don't forget to keep a record of all titles used.

This is called a **Bibliography**

Get your facts together. Decide how to present your topic. Include pictures and diagrams if needed. Give your own opinion and thoughts on the subject.

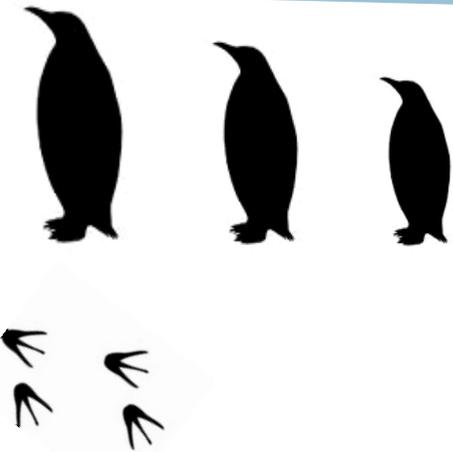
3) Check keywords in the Encyclopaedia and Dictionary

4) Write down your Subject Headings

6) Find information using Contents and Index pages

6) Locate books on the shelves by Call Number

5) Use the library catalogue to select books



Check your work

Before handing in an assignment complete the Evaluation Questionnaire. Tick Yes or No. If there is a question that does not apply to your work, then ignore it.

- | | Yes | No |
|---|-----------------------|-----------------------|
| 1) Have I done what was asked? | <input type="radio"/> | <input type="radio"/> |
| 2) Is my work arranged in good order? | <input type="radio"/> | <input type="radio"/> |
| 3) Have I written an introduction? | <input type="radio"/> | <input type="radio"/> |
| 4) Is there a main part? | <input type="radio"/> | <input type="radio"/> |
| 5) Do I have a conclusion? | <input type="radio"/> | <input type="radio"/> |
| 6) Is a title page needed
Have I got one? | <input type="radio"/> | <input type="radio"/> |
| 7) Do I need a bibliography?
Have I got one? | <input type="radio"/> | <input type="radio"/> |
| 8) Is the work set out neatly? | <input type="radio"/> | <input type="radio"/> |
| 9) Did I do a spell check? | <input type="radio"/> | <input type="radio"/> |
| 10) Has someone read through my assignment? | <input type="radio"/> | <input type="radio"/> |



Congratulations!
You have completed your
Library Induction.

Contacting your library

Athlone Library

090-6442157

athlib@westmeathcoco.ie

Ballynacarrigy Library

044-9373882

bnclib@westmeathcoco.ie

Castlepollard Library

044-9332199

cpdlib@westmeathcoco.ie

Killucan Library

044-9374260

klnlib@westmeathcoco.ie

Kilbeggan Library

057-9332001

Killib@westmeathcoco.ie

Moate Library

090-6481888

moatelib@westmeathcoco.ie

Mullingar Library

044-9332161

mgarlib@westmeathcoco.ie

You can also keep up to date with all the library news on our website

<http://www.westmeathcoco.ie/library>

Or follow us on twitter:

<http://www.twitter.com/whcclibrary>

