



Library Practice for ESOL Students

Fall 2009

Welcome to the Richland College Library.

Learning to use the library is one of the most important skills a student can acquire.

This exercise is designed to help you learn to use the Richland College Library and to teach you about several important kinds of books and electronic tools that will prove useful to you in college.

This is just a beginning. The Library offers a variety of free classes on using library resources. Ask for a class schedule at the Reference Desk, and make plans to attend the classes to learn more about the library. Check here _____ when you have picked up a library class schedule.

Before you begin, stop by all 3 large service desks in the library and introduce yourself to the library staff member at the desk. Ask this person to tell you their name, so you can fill it in the blank below.

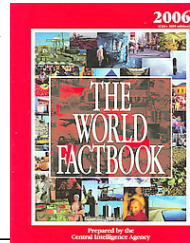
1. **The Circulation Desk** - This is where you can check books out and return books. The name of the person at this desk today is _____.
2. **The Reference Desk** – This is where you can ask reference librarians to help you find what you need. The name of the person at this desk today is _____.
3. **The Periodicals/Reserve Desk** – This is where you can get recent magazines, newspapers, pamphlets, and reserve materials. The name of the person at this desk today is _____.

Read and follow directions carefully. If anything is not absolutely clear, please ask for assistance at the Reference Desk. The librarians are expecting you and welcome your questions.

VISITING THE REFERENCE DESK

Some reference books are so important and are used so often that the reference librarians keep them at their desk. Ask the librarian at the Reference Desk to give you these *The World Factbook* and *The World Almanac* for the first 2 parts of this exercise.

The World Factbook:



You may use the 2006 edition or the 2001 edition. Find your home country in this book.

1. What pages contain information about your country? _____
2. Look at the section about **GEOGRAPHY**. What is the **climate**?

3. Look at the section about **PEOPLE**. What **languages** are spoken there?

4. Look at the section about **GOVERNMENT**. What is the **type of government**?

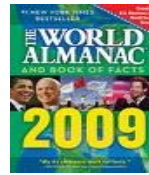
5. Look at the section about **ECONOMY**. What are the **agricultural products**?

6. Look at the section about **TRANSPORTATION**. How many airports are there? _____
7. Look at the section about **COMMUNICATIONS**. How many television broadcast stations are there? _____
8. Look at the section about **MILITARY**. What is the military manpower – availability: males age 18-49? _____
9. Look through this book. Does it have information about anything besides countries? _____

Now, return this *The Word Factbook* to the reference desk and ask for *The World Almanac*.

The World Almanac:

You must use the 2009 edition.



Find the **Contents** page at the *front* of the book. Find **HISTORY & CULTURE**. Now, find **Nations of the World**. Turn to the page listed for **Nations of the World**.

the heading for **WORLD World** listed under this heading.

A. Turn several pages until you find a heading that says “**Nations of the World: Profiles.**”

1. The countries will be listed alphabetically. Turn the pages until you find **your home country**. On what page do you find several paragraphs with information about **your country**? _____
2. Look at the paragraph about **HEALTH**. What is the **life expectancy for males**? _____
3. Look at the paragraph about **EDUCATION**. What is the **literacy percentage**? _____
4. Look for a paragraph titled **WEBSITE**. Write the **official web address** that will take you to a site for your home country.

B. Now, turn to pages 258-271 where you will find a list.

1. What is the title for this list? _____
2. What are the headings for each of the 3 columns for this section? _____
_____ Use this section to answer these next 2 questions. Where was actor Antonio Banderas (Banderas, Antonio) born? _____
What is his birthdate? _____ Does this book have information only about countries? _____

Now, return this book to the reference desk and ask for the *ESOL Notebook*

ESOL Notebook and Visual Dictionaries:

The ESOL Notebook will help you locate books in the Richland library that are suitable for ESOL students.

1. This notebook has 9 sections. Write the names of the 10 sections. (1) _____
(2) _____ (3) _____ (4) _____
(5) _____ (6) _____ (7) _____
(8) _____ (9) _____ (10) _____
2. Which section would you use to find a book that would tell you how to improve your English grammar? _____
3. Look in the Fiction section, and **select a book with an interesting title – one that you might want to read**. Write the title of the book here. _____
4. In the Dictionaries list you will find a book at **PE 1629.M56C78**. What is the title of this book? _____
Find this book on the shelf in the reference section. Turn to **page 550-551**. What **picture** do you see here? _____
Are all the parts labeled? _____ Turn to page 896. What are some words can you learn from this picture? _____
Put this book back in its correct location.
5. Several visual dictionaries are located in the section at **PE 2835**. How many **Visual Dictionaries** do you see on the shelf with this number? _____
6. Look at the list of dictionaries in the ESOL Notebook. Which one will help you if you are studying physics? _____ Write down the call number (from the far left column) for this book and find it on the shelf. What is the title of the article you find on page 40? _____
8. Why is it important for ESOL students to know where to find picture dictionaries? _____

ENCYCLOPEDIAS

General encyclopedias are made up of many volumes of books, and usually they are in an A-Z (alphabetical) arrangement. **Encyclopedias are useful because they contain survey articles on many different subjects – not just countries.** They give an overview of the topic, explanations of concepts and terms, information on people, places and events. General encyclopedias are in section AE 5. **Go to this area in reference now. It is at the bottom of the stairs against the brick wall.**

World Book



1. Find the reference shelf where **AE5 W55 2009** is located
You will see the **encyclopedia** set named *World Book*.
3. What is the **name of your home country**? _____
4. Find the volume that would have information about your home country. If you are from Ethiopia, choose the volume that would have the letter E. If you are from Vietnam, choose the volume that would have the letter V. **What letter does your home country begin with?** _____
5. Now, find the article about your home country. In the space below write something that the article tells you about your country **that you did not already know**.

6. Look through this same volume and list 2 other subjects (**not countries**) that are interesting to learn about. _____

***Be sure to put this volume back in its correct place within the set when you finish with it.**

7. Look in the **R** volume. On what page will you find an article about “radio”? _____ Look in the **A** volume. On what page will you find an article about “airplanes”? _____ Look in the **B** volume. On what page will you find an article about “baseball”? _____ **Does World Book have good overview articles about almost anything in the world?** _____
8. Some day you may need to write a paper or prepare a speech for a class. Find **Volume 22**. (It should be the last volume at the **end** of the *World Book* set. It is called the “**Research Guide Index**.” Look at **pages 4-34**. What **page numbers** here could help you with your **speaking skills** if you needed to prepare and present a speech? _____

***Be sure to put this volume back in its correct place within the set when you finish with it.**

VISITING THE PERIODICALS/RESERVE DESK

The Periodicals/Reserve Desk is where you will go to get recent magazines, newspapers or pamphlets. You will need to go there now to request today’s copy of *The Dallas Morning News*. (If today’s copy is not available, ask for another one from the current week.) Write the date of your paper here: _____

Look at your copy of *The Dallas Morning News* and answer the following questions:



1. Look at the front page. Is there a headline on the **front page** with a story about events in another country? _____ If so, write the headline in the space below.

2. Now, look at the left hand column on the front page. This shows you a short summary of important articles. What is the title of the 1st story listed in these sections? (**Choose 3**)

Nation _____
 World _____
 Business _____
 Metro _____
 GuideDaily _____
 Sportsday _____
 Texas _____

Now, find the full length article for one of the 3 that you chose. What page was the full article on?

Read the full article. Tell 2 facts you learned from reading the full article.

- (1) _____
 (2) _____

3. Look at the editorial page in section A. (It is usually the 3rd from the last page.) **An editorial is an essay that states an opinion about a controversial issue.** Write the title of one of the editorials in the space below. _____

4. Find the Metro section. **This section has news about issues and events in the Dallas Metroplex.** Write the title of one of the articles from the front of Metro section page here. _____

5. Look at the very back page of the Metro Section. This page shows the weather forecast for our area, the metroplex, for the next 5 days. Look at this page to answer these questions:

Does the 5-Day Weather Outlook predict rain for any of the 5 days pictured? _____

If so, which day or days may have rain? _____

Return the newspaper to the Periodical Desk.

✍️ USING THE LIBRARY CATALOG ✍️

This exercise will help you learn how to find books that are easy for an ESOL student to read. These easy to read books are called "readers for new literates."

The books in all of the DCCCD libraries are listed in the **Library Catalog** which is accessed on the Internet. If you need help using the Internet, ask for help at the Reference Desk.

Go to a computer in the library alcove.

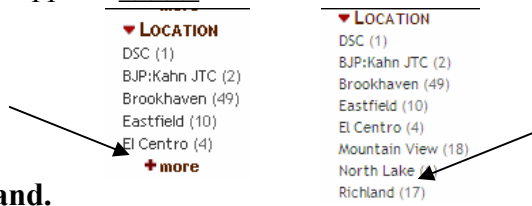
Begin on the Library Home Page at <http://www.rlc.dcccd.edu/library/>.

Look for the green search box.

The tab is already set for "**Books & Videos.**"

✓ Check in the blank after you do each step.

- In the box, type: **readers for new literates.** _____
- Now hit the enter key. _____
- When the result page appears, look at the left side where it says Location and click on "more" so that **Richland** will appear. _____



4. Now, click on **Richland.** _____

- On this new screen, you will see the titles of books that would be good for an ESOL student. Scroll down the list and look at all the titles you see. How many titles are listed? _____

Choose one title that looks like it would be interesting to read.

Write that title here.



~ ~ ~ USING THE INTERNET ~ ~ ~



This exercise will help you locate a newspaper on the Internet from your home country

If you need help using the Internet, ask for help at the Reference Desk.

✓ Check in the blank after you do each step.

You will want to find the **Internet Public Library**. In the ADDRESS window type:

www.ipl.org/_____

On this page, scroll down until you see **Newspapers** listed on the LEFT side under **Reading Room**.

Click on Newspapers._____

On this page, you will see the different major areas of the world listed._____

1. Look at the geographical areas listed on this page. On which Continent, or in which major area, is **your home country** located? _____
2. Now find **your home country**. **Click on your home country.**_____ Now, you will see a list of newspapers from your home country. **(If not, choose a country nearby.)** You may need to scroll down the page to see all of them. Some of them may be in English, and some may be in your native language. How many newspapers are listed here for your country? _____
If your country isn't listed, which nearby country did you choose? _____
3. Choose a newspaper from the list and click on it. What is the name of the one you chose? _____
4. What language is it in? _____
5. Now, choose a news story to read by **clicking on the title or by clicking on the link that follows the first part of the story**. What is the title of the story you chose?

6. Now, read the news story. What did you learn from reading this news story? _____

7. Do you think you will visit this website again to read about news from your home country? _____
8. Why? _____

WHAT HAVE YOU LEARNED?

Match the best answer choice to each question. Each choice will be used only 1 time.

<ol style="list-style-type: none">1. If you need a good overview article about the subject of “television”, or about “dogs” which type of source would be best? _____2. If you are looking at a picture of a fruit, what source would you need to use to learn the correct English word for it? _____3. If you need to know what the controversial issues in Dallas are, which type of source would be best? _____4. If you need to find a good book to read, which type of source would be best? _____5. If you need to know birthplace and the birthdate for Paula Abdul or for Brad Pitt which source would be the best to use? _____6. If you need detailed information with statistics about the country of Canada, and detailed information about the country of Japan all within one book so that you could quickly compare them, which source would be best? _____7. If you want to read a newspaper from a foreign country, what is the best source to use? _____	<ol style="list-style-type: none">A. <i>Dallas Morning News</i>B. <i>World Factbook</i>C. <i>World Book Encyclopedia</i>D. visual dictionaryE. <i>Internet Public Library</i>F. <i>World Almanac</i>G. library catalog
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Congratulations! You have completed the *first step* toward learning how to use the library. Remember to **ask at the Reference Desk for assistance** whenever you need help in the library. We can help you get what you need quickly and save you time.

The Richland Reference Librarians

Sharlee Jeser-Skaggs, Gary Duke, Alice Fulbright,
Amy Ferguson, Jeanetta Burnham