

# Library Practice for ESOL Students



Fall 2011



W\_\_\_\_\_ 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, and ask what they do so that you can **match the Desk to the service that you receive there.**

Desk and Name of Person Working There	Service Provided
1. Circulation Desk – Service Provided _____ (A,B,orC) name of person working _____	A. This is where you can ask a librarian to help you find information that you need.
2. Reference Desk – Service Provided _____ name of person working _____	B. This is where you can get recent magazines, newspapers, pamphlets, and reserve materials
3. Periodicals/Reserve Desk – Service Provided _____ name of person working _____	C. This is where you can check books out and return books.

**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 at the Reference Desk for *The World FactBook*. Or, you can find and use the web sites for this source.

### ***The World Factbook:*** \_\_\_\_\_ →

You may use the newest edition of the book – OR –

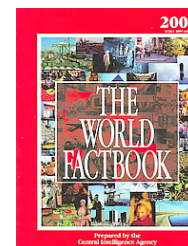
You can find your answers on the web version of this book at <http://ciaworldfactbook.us/>

Find the section that contains information about your home country. Which source are you using?

Circle your answer:

Book

Web



1. Look at the section about **GEOGRAPHY**. What is the **climate**?

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

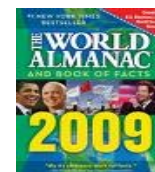
Tip: If you are using the web version of a source, you can use “Control F” to find a specific word or item.

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5. Look at the section about **TRANSPORTATION**. How many airports are there?  
\_\_\_\_\_
  6. Look at the section about **COMMUNICATIONS**. How many television broadcast stations are there?  
\_\_\_\_\_
  7. Look at the section about **MILITARY**. Military Expenditures are what percent of the GDP? \_\_\_\_\_
  8. Look through this book or examine the website. Does it have information about anything besides countries? \_\_\_\_\_

Now, return *The Word Factbook* to the reference desk and ask for *The World Almanac*. Or, follow the instructions for finding this Almanac on one of our web databases.

***The World Almanac:***

You may use any from the past five years. →



**Instructions for using the Book:** Find the **Contents page** at the *front* of the book. Find the heading for **WORLD HISTORY & CULTURE**. Now, find **Nations of the World** listed under this heading. Turn to the page listed for **Nations of the World**. Turn several pages to find a heading that says **“Nations of the World: Profiles”** and find the profile for your country – OR

**Instructions for using the Web version from the Facts On File Databases:** Go to the Library’s Databases page by clicking on the green tab for “Databases” on the library home page. On the next page, you’ll see the letters A – W. Click on the F. On the next page, find “Facts on File News Services & Reference Databases” and click on it. On the next page, click on “World News Digest”. On the next page click on “Almanac” near the top on the dark blue line. On the next page where it says “Browse by Letter,” click on the N. This goes to the “Table of Contents” page. Find “Nations of the World” and click on it. Find your country’s name and click on it to answer the questions.



Which source are you using? Circle your answer.

Book

Web

1. Look at the paragraph about **HEALTH**. What is the **life expectancy for males**? \_\_\_\_\_
2. Look at the paragraph about **EDUCATION**. What is the **literacy percentage**? \_\_\_\_\_
3. Look for a paragraph titled **WEBSITE**. Write the **official web address** that will take you to a site for your home country.

Use the **table of contents in the book** to find “Noted Personalities.” Turn to this section and look for the page with “Entertainment Personalities of the Present.”

**OR**

**Using the website** return to the “Table of Contents” page and look again at the topics under the N and click on “Noted Personalities.” On the next page, scroll down and find “Noted Personalities in the Performing Arts” – “Personalities in Entertainment” – and click on “Entertainment Personalities of the Present”

What are the headings for each of the 3 columns for this section? \_\_\_\_\_

\_\_\_\_\_

Tip: If you are using the web version of a source, you can use “Control F” to find a specific word or item.

Use this section to answer these next 2 questions. Where was actor Antonio Banderas (Banderas, Antonio) born? \_\_\_\_\_ What is his birthdate? \_\_\_\_\_ Think about this source. Does this it have information only about countries? \_\_\_\_\_

Now, return this book to the reference desk and ask for the *ESOL Notebook*. There is not an online source for this source.

**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 seven sections. Write the names of the seven sections.

- (1) \_\_\_\_\_ (2) \_\_\_\_\_
- (3) \_\_\_\_\_ (4) \_\_\_\_\_
- (5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_

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. \_\_\_\_\_

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.**

Several visual dictionaries are located in the section at **PE 2835**. How many **Visual Dictionaries** do you see on the shelf with this number? \_\_\_\_\_

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? \_\_\_\_\_

Why is it important for ESOL students to know where to find picture dictionaries? \_\_\_\_\_

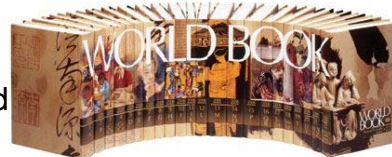
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 **ENCYCLOPEDIAS** 

Tip: If you are using the web version of a source, you can use “Control F” to find a specific word or item.

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 2011** 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 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.  
\_\_\_\_\_

If you are using the web version of a source, you can use “Control F” to find a specific word or item.

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 1<sup>st</sup> 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 3<sup>rd</sup> 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 – OR - use your own computer.

Begin on the Library Home Page at <http://www.rlc.dccd.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.

1. In the box, type: **readers for new literates.**

2. Now press the enter key. \_\_\_\_\_

3. When the result page appears, look at the left side.

Tip: If you are using the web version of a source, you can use "Control word or item."

4. Under “**Location**” and Click on “**Richland**”  
– or click on “more” so that **Richland** will appear. \_\_\_\_\_

5. 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.**

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# 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.

You can use a computer in the Library Alcove – OR – use your own computer.

✓ 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 you will see **Newspapers & Magazines** in a box in the center of the page. Click on it.\_\_\_\_

On this next 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? \_\_\_\_\_ Click on this area.\_\_\_\_\_
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? \_\_\_\_\_

Tip: If you are using the web version of a source, you can use "Control F" to find a specific word or item.

• **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"> <li>1. If you need a good overview article about the subject of “television”, or about “dogs” which type of source would be best? _____</li> <li>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? _____</li> <li>3. If you need to know what the controversial issues in Dallas are, which type of source would be best? _____</li> <li>4. If you need to find a good book to read, which type of source would be best? _____</li> <li>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? _____</li> <li>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? _____</li> <li>7. If you want to read a newspaper from a foreign country, what is the best source to use? _____</li> </ol>	<ol style="list-style-type: none"> <li>A. <i>Dallas Morning News</i></li> <li>B. <i>World Factbook</i></li> <li>C. <i>World Book Encyclopedia</i></li> <li>D. visual dictionary</li> <li>E. <i>Internet Public Library - IPL2</i></li> <li>F. <i>World Almanac</i></li> <li>G. library catalog</li> </ol>
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