

Writing Skills I presents...



A Library Expedition

_____ **NAME**

_____ **DATE**



Start Here!

① You are about to embark on an expedition to the ACC library. This guided tour is designed to familiarize you with your campus library. As with any successful adventure, you need to plan ahead.

- ☑ Be sure you give yourself enough time to complete the trip
- ☑ Bring a pen or pencil
- ☑ Approach this with a positive attitude
- ☑ Treat the locals with respect
- ☑ Ask questions - the librarians don't bite. The Reference Librarians' job is to help students. You are not bothering them when you ask questions.



The Circulation Desk

The circulation desk is where you will go to check out books (including books requested from other ACC libraries) and course reserves and pay overdue fines.

? What do you need to check out materials at ACC?

? What is the standard check-out period for a book?

Fun Fact: Did you know there are more public libraries in the United States than there are McDonald's restaurants? There are over 15,000 public libraries and about 13,000 McDonald's.



Library Guides

The library provides a number of free handouts to help you with your class work. Find the library guides rack and look at “**Library Classification System.**”

The Library arranges the books on the shelf using the Library of Congress system. Books and videos are arranged by subjects using this system. It uses letters and numbers as an “address.” This is a “**call number.**” For example, Art books and videos will start with the call number N.



What is the letter for Science?

1. _____

What letter is Political Science?

2. _____

Fun Fact: Did you know ACC students can get a free TexShare card that lets them check out books from many Texas libraries, including the University of Texas? Ask at the Circulation Desk if you want one.



Periodicals

The ACC libraries subscribe to many newspapers and magazines for leisure reading and for research. Newspapers and magazines are referred to as "periodicals" because they are published on a regular schedule (“periodically”). For example, a newspaper may be published daily while a magazine might be published weekly or monthly.

Periodicals are handy places to...

- get the latest news;
- find the most up-to-date information on a topic of interest;
- read other peoples' opinions on issues in the news, and
- look at the great pictures and advertisements.



The periodicals are kept in a separate area of the library. If you don't see them, ask the librarian. Locate a recent issue of one of the following weekly magazines: *Time*, *Newsweek*, *Ebony*, or *Hispanic*.

What is the name of the magazine? _____

What is the date of the magazine ? _____

What is the title of the article? _____

Write a couple of sentences about the article's main idea. _____

Fun Fact: Did you know there are over 150,000 different periodicals published in the world?



Reference Materials

The area of the library where encyclopedias, dictionaries, atlases, almanacs and many other specialized books are shelved is referred to as the Reference collection. These resources are usually used with the assistance of a librarian. The books cannot be taken from the library.



The reference area is the natural habitat of the reference librarian. Their main activity is helping students locate the information they need. Librarians are very approachable. Even if they look busy, do not hesitate to ask for assistance. They enjoy working with you!

More and more, reference works are available on the Internet. We'll use one of these. Find a computer in the library.



Go to *Merriam-Websters Online Dictionary* (www.merriam-webster.com) Ask the librarian if you need help.

It might seem simple at first to use a dictionary, but often it can end up confusing. Many times there is more than one entry for the same word. Below is an entry for the word "hound." Actually this is for the noun (the animal). There's another one for hound as a verb (to bother someone).

The screenshot shows the Merriam-Webster online dictionary entry for "hound". The entry includes a list of definitions, a pronunciation guide, etymology, and a date of first recorded use. Annotations on the right side of the page explain various components of the entry:

- Different definitions of the word** – The first definition is given below. To see the others, click on them. (Points to the list of definitions)
- Function** – This explains that the definition is for the word used as a noun or as a verb or something else. Usually called "part of speech." (Points to the "Function: noun" line)
- Etymology** – The history of how the word developed, going back in time. (Points to the "Etymology" section)
- Date** – First recorded use of the current form of the word. (Points to the "Date" line)
- Various definitions** – From most common to least common. (Points to the numbered definitions)

On a computer with Internet access, go to www.merriam-webster.com. Look up one of the following words and write down how many definitions there are for the word as a noun.

contract function litter protest

Ask the librarian for help if you have trouble.

Word you looked up: _____

How many definitions were there for the noun? _____

What is the etymology of the word? _____

When was it used first? _____



Circulating Books

Circulating books are the ones that you can check out of the library. Books are arranged on the shelves by their subject area.

There are many books and guides that can help you improve your writing.

Return to the study guides display in the library and pick up the handout you used earlier called *Guide to Library Classification System*.



Using the *Guide to Library Classification System*. On the back of this guide, find the subject area "English Language." What are the "call letters" for this subject? _____

The books are arranged on the shelves alphabetically by the call letters. Go to the book shelves and locate this section. Select one book that you think might help you improve your writing. Fill in the information below.

Title: _____

Author: _____

Call number: _____

You can find many interesting books by browsing the bookshelves. However, you may sometimes need to locate a particular book or books on a more specific subject. When you know the author, title or subject, it is easier to use the library catalog located on the computers at the ACC libraries. The librarians can show you how to use this if you are interested.

*WRITING SKILLS I
LIBRARY ASSIGNMENT
QUESTIONNAIRE*

Fill out this questionnaire after you have finished the Library Assignment and then give it to your teacher. Your teacher will send it to Frank Cronin at the Northridge Campus.

Please write complete detailed answers.

1. Was any part of the assignment confusing? If so, which part was confusing and why was it confusing?

2. Name two things that you learned about the library.

3. Was this assignment the first time that you

visited the library? _____

spoke to a librarian? _____

found a magazine that is new to you? _____

used a dictionary? _____

knew that books are arranged by classification? _____

5. Your class synonym number: _____