# Library Basics - Sophomore

1. **The librarian’s name is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **When entering the library** put \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the cubbies and leave any \_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the counter.
3. **The “Academic Center”** is in the library from 2:30 to 4:00 on what three days?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **What can a student do during the “Academic Center**” (circle all that apply)

* type a paper
* read a book
* get help with math from a tutor
* complete attendance school
* study with a friend

1. **Student’s need to check out an Internet pass**: (circle all that apply)

* Every time the student uses the computer
* When your teacher brings the class to the library media center
* When coming to the LMC on a “Library Media Pass”
* During lunch, before and after school

1. **Books check out for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **magazines for** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Audio books include:**

* books on cassette tape
* books on compact disc
* books on mp3 players called ‘Playaways’
* all of the above
* none of the above

1. **Fiction titles are organized:**
   * by subject
   * by author
   * by title
2. **The Dewey Decimal system groups library materials by:** (see reference page at end of packet)
   * a) color
   * b) copyright date
   * c) subject
   * d) none of the above
3. **The call number is located below the title in the online catalog. What information does it provide?** (circle all that apply)
   * a) how many copies the library has
   * b) where the book is located in the library
   * c) what kind of book (fiction or non-fiction) and format
4. **The applied science section (600’s) has materials that make our life better**. **Which choices below would be found in this section?** (circle all that apply)

* a) *Training Your New Puppy* (636.7)
* b) *Decorating Cakes* (641.856)
* c) *Breakthrough in Cancer Treatments* (616.99)
* d) *How to Use a Jig in woodworking* (684)
* e) *Rockets* (621.43)
* f) all of the above
* g) none of the above

1. **The call number gives the location of the book in a library.** It is found on the book spine. “The Hitchhiker’s Guide to the Galaxy” by Douglas Adams is a fiction book. In the JHS library the call number for fiction begins with **F.** What would the rest of the call number be?

\_\_\_F\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **My favorite book is** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮🕮

## Using the On-line Catalog at

## Jordan High School

As you complete this activity, you will learn how to use the library media center’s on-line catalog to locate materials from its collection.

* To begin this activity, log onto the computer and open the “Media Center” folder by double clicking on the icon, then select “Internet”.
* Type in the URL window: **<http://destiny.canyonsdistrict.org>**
* Find **High School** and select **Jordan High School**
* Select **Create Account** in the upper right corner use you computer login & password.
* Enter your last name in the last name field.
* Enter your Student ID number in the Barcode field. Click **Next**
* The system verifies that you are a student in Destiny. Then enter your birth date by selecting down arrows. **Next**.
* Now the system immediately logs you in. Notice your name in the upper right corner.

**14. Searching by Title**

* Choose the basic tab
* Type “House of Many Ways” in the search box
* Select the Title button

Who wrote this novel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many copies of the book does the library have? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any copies available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number prefix for a book of fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the call number for an audio book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. Searching by Author**

* Return to Library Search
* Enter “Gordon Korman” or “Korman, Gordon” into the search term window.
* Click the “Author” button.

Does this author write fiction or non-fiction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which one of his books is on this year’s Beehive Book list? (scroll to the book *Schooled* click on the title scroll through awards to Utah) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16. Searching by Subject**

* Enter “electronics” in the search term window.
* Click the “Subject” button.
* What periodical is listed under “electronics”? (a periodical is a newspaper, magazine or serial published periodically) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What is the periodical icon shown? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Searching by Power Search**

* Return to Library search and choose the **Power** tab
* Enter “capital punishment” in the 1st search term window and “Utah” in the 2nd search term window.

According to the catalog, *The unforgiven: Utah’s executed Men*

Name one of the executed felons (click on the book title and read the book description for this answer )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What year was this book published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**18. Searching by Category**

* Return to Library Search
* Select the “Copy Categories” tab
* Select the category “Beehive Winners”
* At the top choose sort by “Date” scroll to the bottom
* Name the call number for the suspense title that takes place in a large cat compound \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Scroll to the top of page, in green bar select library search
* Scroll to the bottom

Name a JHS teacher that has a reading list in the “Categories” list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WebPath Express**

* Return to Library Search on the left choose WebPath Express
* What topic is currently in the spotlight \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Choose Current events – name a Scientific American top story \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Choose homework helpers – Find the site called Encyclopedia Smithsonian – name a subject listed under the ‘B’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How could WebPath Express help you with class assignments?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destiny Quest

* Return to Library Search
* On Left side of screen select “Destiny Quest”

19. Searching in Top Ten

* Browse the top ten books on the left side of window

Name one of the books listed (not a textbook) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Searching in New Arrivals

* Browse the top new arrivals on the right side of window

Name one of the books listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. Mouse over an Drag and Drop

* In search window type “Neal Shusterman”
* Let your mouse hover over one of the titles

What information do you see? (Name 3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Add a tile to a reading list by either dragging and dropping or selecting the “Add to list” button.

22. Searching in More Info

* Type “Orson Scott Card”
* On the left under “Narrow Your Search choose “Lexile”
* Move sliders to a range 780-785
* Click on picture of “Ender’s Game” that is labeled as “IN”. Does the book have any awards? \_\_\_\_\_\_ Has anyone written a review or recommendation? \_\_\_\_\_\_\_
* Click on the “Shelf Browse” under the picture of the book.
* Using the slider choose another book by the same author.
* Name the book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type Global Warming in the search box
* In the left column under “Narrow Your Search” choose “Subject” “Next” then “Water Supply” Write the book title and the call number of one of the titles in list below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. Click on the tab at the top labeled “My Quest”

* Add a book to the list on the left side labeled My list

24. Bonus: Write a review of a book you liked or didn’t like. Click on a title of the book

you wish to review. Click on add a review. Either star or write a review. (You must be

logged in)

Dewey Decimal System

# 100 Philosophy and Psychology

Man thinks about himself. (Also includes supernatural, self-esteem, and ethics.)

## Religion

Man thinks about God. (All types of religions and mythology).

## Social Sciences

Man thinks about other people. (Government, constitutions, social problems, fables, fairy tales, and education).

1. **Language**

Man learns to use words. (German, French, Spanish)

## Pure Sciences

Science – man learns about the forces in nature. (plants, animals, chemistry, space)

## Applied Science/Technology

Man makes new things and more comforts for himself. (farming, medicine, engineering, pets, cooking, plumbing)

## Fine Arts

Man is creates and competes (art, music, hobbies, and sports)

## Literature

Man becomes a storyteller. (poetry, plays, jokes and riddles).

1. **Geography/History**

Man records what happens to him and where he has been. (Biographies, genealogy, world civilization, U.S. history

**000 General Works**

All Reference encyclopedias and almanacs.

**JHS Library Prefix**

F Fiction

AB Book on Tape

MAG Periodicals

SC Story Collection

REF Reference

VHS ST Student video

Don’t have an Office program at home? Free Word Processing, Presentation, & Spreadsheets are available at:

<http://docs.google.com>

Ask for assistance in the library if you have questions about Google Docs.

**Pioneer Online Library**

**home access:**

<http://www.pioneer.uen.org>

Login: pioneer

Password: time

**Salt Lake County Library**

<http://www.slco.lib.ut.us>

Research by topic

library card #

last 4-digits of home phone

**Jordan High LMC Book Search**

Link from Jordan High Web Page

http://destiny.canyonsdistrict.org

**Citation information**

Citation Machine

http://citationmachine.net/

**High School Tutorials**

HeLIOS (Weber State University)

<http://library.weber.edu/ref/hstutorial/menu/menu.cfm>

TILT (Texas Literacy) <http://tilt.lib.utsystem.edu/nf/intro/internet.htm>

Research 101 (University of Washington)

<http://www.lib.washington.edu/uwill/research101/>

**Notetaking**

Cornell Notetaking, Dartmouth

<http://www.dartmouth.edu/~acskills/success/notes.html>

Cornell Notetaking System, BYU

<http://ccc.byu.edu/learning/note-tak.php>

For Fun:

Search Engine Ranking

Thumbshots.com Ranking: <http://ranking.thumbshots.com>