



Using the Library

Photo story

Activities

Teacher notes

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Mr. and Mrs. Reyes have two sons. Paul is 12 years old and Michael is 7 years old. Today the Reyes Family is at the Millennium Library. They are looking for books about Canada.



1.



2.



3.



4.



5.



6.



7.



8.

A. Fill in the Blanks

Look at the pictures and describe what they are doing by filling in the first blank with the correct **verb** from the list below. Use the **present progressive (continuous)** form of each verb to describe what you see.

Fill in the second blank with the correct noun from the list below.

1. The Reyes family _____ at the library _____.
2. They _____ to the Children's Library _____.
3. They _____ the _____ for some help.
4. Mr. Reyes _____ the _____ on the computer to help him find a book.
5. Mrs. Reyes _____ the _____ to Paul.
6. Mr. and Mrs. Reyes, Paul and Michael _____ out their books at the _____ counter.
7. Mrs. Reyes _____ a _____ of the books that they have borrowed.
8. Mr. Reyes _____ the books at the library book _____.

B. True or False

To see what you already know about using the library, answer the following questions with T (true) or F (false).

1. _____ You can return items when the library is closed.
2. _____ Fiction books are true stories.
3. _____ You can borrow magazines from the library.
4. _____ Everyone who borrows a CD from the library must pay a fee.
5. _____ You can request to renew your library material.
6. _____ If you lose your library card, you can get another one for free.
7. _____ You can ask for an item to be sent to your branch of the library from another branch.
8. _____ You can place only one request for material at a time.
9. _____ If you do not come and get your requested material, you will have to pay a fine.
10. _____ You must return material to the library branch that you borrowed it from.

C. Skim and Scan

Skim and scan through the information in the **Library Membership Guide** and answer these questions with a short answer.

1. What is the loan period for books? _____
2. Can you make a request for a magazine? _____
3. How many renewals are allowed for video games? _____
4. Will the library email you a reminder that an item is due? _____
5. What item has a borrowing limit of 1? _____
6. What can you do if the item you want is already checked out?

7. What is a good way to renew items from home? _____

8. How much do you pay to replace a lost library card?

9. What is the loan period for a book club kit? _____
10. Can you renew a Pre-school Pack? _____

D. Using Call Numbers

Every library book has a **call number** on the spine of the book.

On **fiction** books, the call number says **Fiction**, and it shows the author's last name.

On **non-fiction** books, the call number begins with a special number that tells what kind of book it is. For example, books that have numbers from 600 to 699 are all science books. This number is followed by the author's last name. Non-fiction books are put on the shelf in **numerical order** first, then in alphabetical order according to the author's last name. For example, 612 NORRIS comes before 640 BOWERS.

Practise using call numbers by arranging the following sets of fiction and non-fiction books in order from 1 to 8.

Fiction: #____ MANSSELL #____ MATTHEWS
 #____ MITCHENER #____ MAYLE
 #____ MCCOURT #____ MACDOUGALL
 #____ MARTIN #____ MOORE

Non-fiction: #____ 600 MORDEN #____ 600 MESSANO
 #____ 600 MATAS #____ 601 ANCEL
 #____ 601 ANDERSEN #____ 600 MANCHESTER
 #____ 601 ARBOUR #____ 600 MELGAARD

E. Word Match

Match the words on the right side with their meanings.

- | | |
|-------------------------|---|
| 1. _____ chute | (a) past the date when you should have returned the material |
| 2. _____ librarian | (b) computers in the library that you can use to look for material that you want to borrow |
| 3. _____ due date | (c) stories that are true |
| 4. _____ renew | (d) a book written by a person about his or her life |
| 5. _____ overdue | (e) the place where you can return your books when the library is closed |
| 6. _____ catalogue | (f) the names of people who want to be told when an item is available |
| 7. _____ fiction | (g) the date when you must return your library material |
| 8. _____ non-fiction | (h) extend the time that you can keep the material that you have borrowed |
| 9. _____ biography | (i) request material that is not at your branch or that has already been borrowed by someone else |
| 10. _____ autobiography | (j) the friendly library staff who can answer your question |
| 11. _____ place a hold | (k) stories that are not true |
| 12. _____ waiting list | (l) a book written about the life of a person |
| 13. _____ call number | (m) the letters on the spine of the book that tell where the book is placed on the shelf |

F. Dialogue

Read the following dialogue and answer the questions in complete sentences.

- Ahmed: Did you get the books that you needed for your research paper?
- Beatrice: I got most of them, but one of them wasn't at my branch of the library, so I requested it.
- Ahmed: What does that mean?
- Beatrice: They will send the book from another branch to my branch of the library in a few days.
- Ahmed: That's great! How much do you have to pay for that?
- Beatrice: Actually, there's no charge at all!
- Ahmed: There's a book that I need for my project, but someone has already borrowed it. I guess I'm out of luck!
- Beatrice: No, you can put a hold on the book, and they will put your name on a waiting list. If no one else has asked for the book, you will be the first person to get the book when it's returned!
- Ahmed: I'll do that right away. I hope I'm the only one on the list. I have three weeks to do my project!
- Beatrice: Good luck, Ahmed!
- Ahmed: And thanks for all the information, Beatrice!

Questions

1. What does Beatrice do when the book that she wants isn't at her branch of the library? _____

2. How much does she have to pay for this service? _____

3. What can Ahmed do about the book that has already been borrowed by someone else? _____

G. Role Play

Make up a dialogue between you and a librarian for the following situations.

1. You need help finding a new book to read. Tell the librarian what kind of books you like.
2. You need a book, but it's not in the library. You want to know if you can be the next person to borrow it.
3. You have lost your library card, and you want to get a new one.
4. The book you want is not at your branch of the library.
5. You need to know how to find books in the fiction and non-fiction areas of the library.

H. Vocabulary Game

Your teacher will give you a word, and you will have to explain the word to your team. If your team can guess the word in 15 seconds, your team will get a point.

OR

Your teacher will give a word to your team, and your team will have to explain the word to you. You will have 15 seconds to guess the word.

I. An Autobiography

An autobiography is a book that a person writes about his or her own life. Write a paragraph about an event in your life. Here are some examples of topics:

- An Important Day
- A Happy Day
- A Proud Day
- A Funny Day
- My First Day in Canada

Getting a Library Card: activities for advanced levels

Teacher notes

These photo stories and activities were produced to introduce EAL/ESL and new learners to the wealth of programs, collections and services of Winnipeg Public Library. The photo stories help visually guide the learner through common experiences of the library. The activities help reinforce vocabulary and encourage familiarity with library resources.

Each module presents a new topic to expand library knowledge, vocabulary and reading, writing, and speaking skills. Supplementary handouts and guides are also available for classroom and individual use. All materials are available in pdf at winnipeg.ca/library.

Note: Library fees and hours are subject to change. Content will be updated periodically to reflect changes to library hours, fees and collections. Visit the Library's website at winnipeg.ca/library for up to date information on the library.

Feedback is always welcome. Contact the Administrative Coordinator of Adult Programming and Outreach, Winnipeg Public Library at 204-986-4255.

The photo story and activities are suitable for Canadian Language Benchmarks 3-4. The activities for this unit are arranged according to a suggested sequence for learning. The activities target the following skill areas:

Reading A B C D E F
Writing I
Speaking G H

Teacher Instructions and Answer Keys

Activity A

1. is looking / directory
2. are going / section
3. are asking / librarian
4. is searching / catalogue
5. is explaining / call number
6. are checking / checkout
7. is getting / printout
8. is returning / chute

Activity B

This exercise is completed before work on the rest of the lessons to determine current knowledge and to introduce the topic. Students can go back and redo the activity after completing the lessons to see what they have learned.

1. T 2. F 3. T 4. F 5. T 6. T 7. T 8. F 9. T 10. F

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Activity C

1. 21 days
2. Yes
3. Five
4. Yes
5. Musical Instruments
6. Place a Request / Hold
7. Using My Account on the library website OR using the WPL App OR by phone
8. First replacement card is free. Second replacement card is \$4.80
9. 60 days
10. Yes

Activity D

Fiction:

#2 MANSELL	#4 MATTHEWS
#7 MITCHENER	#5 MAYLE
#6 MCCOURT	#1 MACDOUGALL
#3 MARTIN	#8 MOORE

Non-fiction:

#5 600 MORDEN	#4 600 MESSANO
#2 600 MATAS	#6 601 ANCEL
#7 601 ANDERSEN	#1 600 MANCHESTER
#8 601 ARBOUR	#3 600 MELGAARD

Getting a Library Card: activities for advanced levels

Teacher notes

Activity E

1. E 2. J 3. G 4. H 5. A 6. B 7. K 8. C 9. L
10. D 11. I 12. F 13. M

Activity F

1. She requests the book, and they send it from another branch to her branch of the library.
2. She doesn't have to pay anything. It's free.
3. He can put a hold on the book.

Activity H

The words for the vocabulary game are:

- Hold
- Chute
- Due date
- Renew
- Overdue
- Catalogue
- Non-fiction
- Biography
- Autobiography
- Waiting list