

Skills for Life

Library Offer

Kirklees Library & Information Centres offer EVERYONE

- a space to read, study and relax
- a range of resources to borrow or use e.g. books, audio books, DVDs, videos, music CDs
- free access to computers and the internet
- events and activities e.g. story time for pre-school children
- staff to help and guide you

How to join the library?

You will need to show 2 forms of identification.

- Something showing where you live e.g. a current bill or an official letter
- Something showing your signature e.g. a credit card or bank card

Points to remember

- Always bring your ticket with you when you visit the library
- You can use your ticket to borrow items from any library in Kirklees
- You can return loaned items to any Kirklees library
- Do not lend your ticket to anyone else as you are responsible for any items borrowed on it
- If you lose your ticket let the library know as soon as you can.

You can renew your books at the library, on the telephone or on the Kirklees Libraries website (www.kirklees.gov.uk/libraries)

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Non-fiction books are arranged in a library using the Dewey Decimal System. **A non-fiction book is a book of facts.** The Dewey Decimal System organises information into ten general areas. These general areas are then broken into smaller topics.

Welcome to the Dewey Decimal System

Shelf numbers between...	...cover this general subject...	...which includes these more specific subjects
000 and 100	Generalities (Miscellaneous)	004 – computing 070 – journalism
100 to 200	Philosophy & Psychology	130 – supernatural, astrology 150 – psychology 170 – ethics, including animal rights
200 to 300	Religion	230 – Christianity 280 – other religions
300 to 400	Social sciences	320 – politics 330 – economics 340 – law 350 – local government 360 – social problems & services 370 – education 380 – transport 390 – customs, fashion, etiquette and folklore
400 to 500	Language	420 – English 430 – German 440 – French 450 – Italian 460 – Spanish & Portuguese 490 – Asian languages
500 to 600	Natural sciences & Maths	510 – maths 520 – astronomy 530 – physics 540 – chemistry 550 – earth sciences, including earthquakes, volcanoes, weather 570 – biology 580 – plants 590 – animals (wild animals)

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Shelf numbers between...	...cover this general subject...	...which includes these more specific subjects
600 to 700	Technology	610 – health & medicine 620 – engineering 630 – agriculture, including pets, gardening 640 – home economics, cookery, childcare, DIY 650 – management, business 690 – building & buildings
700 to 800	The arts	711 – town planning 720 – architecture 730 – sculpture 740 – drawing, antiques 750 – painting & paintings 760 – graphic arts, printing 770 – photography & photographs 780 – music 790 – performing arts, including sport
800 to 900	Literature	810 – American literature 820 – English literature
900 to 999	Geography & History	910 – geography & travel 920 – biography, genealogy 940 – history of Europe, including WWI & WWII 950 – history of Asia 960 – history of Africa 970 – history of North America

Take a non fiction book off the shelf.

Using the information above can you see which category it belongs to?

Swap your book with someone in your group.

Without looking at the number on the spine, can you work out its Dewey number?

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With a partner see if you can answer these questions

What is the Dewey Decimal System?

What numbers are used?

How many general areas are there?

Where is a book's Dewey number?

Fill in the gaps using the words below

Geography

Number

Non fiction

Spine

Ten

The Dewey System is the way _____ books are sorted in the library.

Each book is given a _____

There are _____ groups of numbers.

Books about _____ and history have numbers from 900 – 999.

The Dewey number will be on the _____ of the book.

Find some information books which interest you.

Look at the number on the spine.

**Discuss the book you chose with someone
else in your group.**

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Choosing Books

Work with a partner.

Can you find a book for these readers?

Bring your books back to discuss with the group.

“I want a recipe for a party cake. I would like a recipe which is easy to follow. Have you a book which might be useful?”

Clue: cooking is 640

“I would like to go on holiday. I have never travelled abroad and would like to go somewhere hot with historical sites. Have you a book which might be useful?”

Clue: travel is 910

“I am doing a project for college and am interested in sport. Do you have any books which might help me?”

Clue: sport is 790

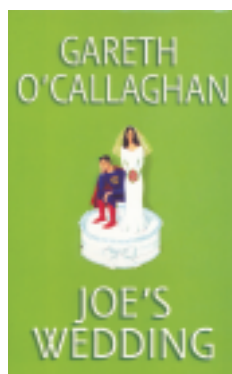
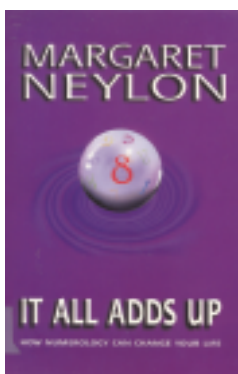
“I have moved to a new house with a garden. I don't know anything about gardening. Have you a simple gardening book to help me?”

Clue: gardening is 630

Using the Dewey numbers to guide you, can you put your books back in the correct place?

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Matching the book blurb to the book cover



**“Never judge a book
by its cover.”**

**Can you pick up the clues on
these book covers?
Match the covers with the
book blurb.**

1. How can you find out about the future? You could read your horoscope or study your tea leaves. This book gives a very different method of predicting future events.
2. The strains of redundancy are telling on Tony and Jean’s relationship – but who knows what is round the corner?
3. A night out goes terribly wrong for a group of old friends. Will the hero of this story miss his big day?
4. How would you describe your life to someone living in a different country? Tall tales look set to be found out in this book.
5. With a perfect sister and a big family event looming, the heroine of this book feels life is passing her by.

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Local Information

The library is a great place to find all sorts of information.

All Kirklees Libraries & Information Centres keep information about the local area.

Look around the library and see if you can find the following sources of information

A notice board

- What local information can you see on the notice board?

Leaflets

- What are the leaflets about?

Newspapers?

- Which newspapers are available?

Can you see any

- bus timetables?
- Information about the doctor and emergency chemist services in your area?

Use the Kirklees website www.kirklees.gov.uk to find out

- Names and telephone numbers of local councillors and MPs
- Information about things to do in Kirklees.

Is any of the information interesting/useful to you?

Was the information easy or difficult to find?

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Charges and Fines

Look at the costs and fines and work out the charges.

Overdue book charges

10p per book per day overdue
plus a small charge for every reminder sent

Concessions

Children have no overdue charges.
There is a small charge for every reminder sent

Reservations

Adult 75p per item
Junior 30p per item

Your book is overdue by 5 days. What fine will you pay?

You want to reserve a book for your child.

How much will it cost?

Your book, and your child's book are two days late. What fine will you pay?

Videos and DVDs

Blockbuster videos and DVDs: £3.50 per item per 2 nights

Feature films: £2.10 per item per week

Non-fiction e.g. fitness and sport videos and DVDs : Free

Children's videos and DVDs : £1.20 per item per week

You want to take out a feature film and a children's DVD for one week. How much would you be charged?

CDs from 85p per week

Language Courses are free

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Linking to the internet in the library

Why not try and use one of the library computers?

Here is a step-by-step guide.

1. Go to the counter where you will be allocated a computer by the library staff.
2. At the computer type in your library card number and click on the 'Ok' button.
3. Read the library's IT Acceptable Usage Policy, and if happy, click on the 'I accept' button.
4. Click on "Internet tools" to link to Google and other popular websites.

Try and find some information about something which interests you.

There is also a link to the library catalogue where you can search for books, videos, DVDs etc.

5. When you have finished using the computer click on the 'End Session' button.

Remember, the library staff are always happy to help. Ask if you want to print out or save information.



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Information hunt using books

Going on holiday to Spain

Imagine you are going on holiday to Spain.

See if you can find any information in the library to help you. Use these questions as a guide.

How will I travel?

How much will it cost?

What will the weather be like?

Where will I stay?

What can I visit while I'm there?

What currency will I need?

Where might be a good place to start?

Clue: travel is at 910

**Have a look for some of the books.
Bring them back to discuss with the group.**

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Information hunt using I.T.

Read this information about Barcelona.

This is an ideal place to visit if you like to have a lot to see and do. It is the capital of Catalonia. It is full of history. There are Roman remains as well as beautiful new buildings. You could visit the Sagrada Familia cathedral.

There are marinas and golf courses. Nearby are the Catalan Pyrenees.

Go here if you like

Visiting museums

Shopping

Seeing traditional festivals

Eating local food in traditional or modern restaurants

Hiking in the hills

**Find information about one other place in Spain.
Use the computers to help you. Why not start with
www.expedia.co.uk?**

Discuss what you have found.

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Words to help you

Glossary of terms

Author: a person who has written a book

Alphabetical order: information sorted into the order of the alphabet

Blurb: writing on the back of a book which describes what the book is about

Biography: the story of someone's life

Contents: a page at the front of a book which lists the chapters in the book

Fiction: a book which tells a story

Index: list of contents at the back of a book

Novel: a work of fiction, a story

Non-fiction: books which give information or facts

Romance: a book which tells a love story

Saga: a story which takes place over many years

Spine: the part of a book which can be seen when the book is on a shelf

Thriller: a story which is exciting and scary

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Things to discuss/do before you visit the library

Do you visit a library?

Which is your nearest public library?

Are you a member of a public library?

If not, how would you join?

Can you use a Kirklees library ticket in any library?

How much does it cost to take out a book? A music CD? An audio book? A DVD?

How much are the fines if your book is overdue?

Do you know about the way books are organized in a library?

Do you know what information you can find there?

Have you used computers in a library?

Do you take any other members of your family to the library?

What would you like to find out about the library?

What do you like to read?

You may not know all the answers. See if you can answer more after your visit.

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Things to do/discuss after you have visited the library

What do you think of the library you visited?

Did you need to ask the staff for help?

Were the staff helpful?

Were the activities useful?

Did you have discussions?

Did you look for books?

Did you use the computer?

Did it help you with your course?

What did you like most about the visit?

What did you like least about the visit?

What could be done to improve the visit?

Were you a member of the library before your visit?
If not, have you joined today?

Will you use the library in the future? If not, why not?

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The Next Step - Note for Tutors

If you have enjoyed your visit to the library please let us know. Was there anything we could have done better?

Here are some suggestions of future activities you could plan

- Choose a different topic and ask students to do their own information hunt using books.
- Book an I.T. session for your class to search the internet for information.
- Book an I.T session for your class to open their own email accounts. Encourage them to send an email to a friend.
- Use the Kirklees website to find out about local events.
- Go to the Sound and Vision section of the library. Select a talking book to listen to in class. Do your students like listening to someone reading? Listen to the first chapter and predict how the plot will develop.
- Visit the library with your class. Ask students to locate books which interest them and then describe and show the books they have selected. Encourage the rest of the group to ask questions and comment on the books.
- Students could look at newspapers (some are available online) and find information about a recent event or local issue.
- Get you class to review some of their favourite books. Ask the library to display the reviews on the library comments board.
- If you have a class in a community venue book a mobile library visit.
- Enquire with your local museum about arranging a visit. All Kirklees museums run a range of events and learning programmes.