

DO YOU KNOW HOW TO USE YOUR LIBRARY?

By CANDIDO ARELLANO *

In this article ten different library situations are listed. What would you do in each situation? Read the first situation; then read carefully the three questions which follow it. Write *yes* or *no* in the blank after each question.

Do the same thing with each of the other situations listed. Then compare your answers with the correct answers.

Situation No. 1

A pupil wants to read a certain article in *The Young Citizen*. He has the magazine and he wants to find the article as quickly as he can.

(a) Should he ask a friend on which page the article is printed?

(b) Should he turn to each page of the magazine until he finds the article?

(c) Should he look at the table of contents on the first page of the magazine?

Situation No. 2

A girl is reading a serial story in *The Young Citizen*. She read the first installment of the story in magazine No. 4.

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Now she wants to read the second installment.

(a) Will she find it in magazine No. 3 of that volume? _____

(b) Will she find it in No. 2? _____

(c) Will she find it in No. 5? _____

Situation No. 3

A pupil who is studying health education wants to find information about Pasteur. He goes to the General Works Section of the library. He expects to find the desired information in the encyclopedia.

(a) Will he find the information in the volume of the encyclopedia labeled *Owe-Sis*?

(b) Will he find it in the volume labeled *Lap-Owe*?

(c) Will he find it in the volume la-

beled *Gat-Lap*?

Situation No. 4

A pupil wishes to find out what qualifications one must possess in order to be eligible to be elected mayor of the city in which he lives. He thinks he will find the information in a book on Philippine government.

(a) Should he use the table of con-

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tents to find the desired information? _____

(b) Should he use the list of illustrations? _____

(c) Should he use the index? _____

Situation No. 5

A boy wishes to find the meaning of the word *minute*. He has opened the dictionary to the page which has MALEDICTION and MAMMALIA as the guide words.

(a) Will he find the word for which he is looking on the page to which he has opened? _____

(b) Will he find it on a page following the one to which he opened? _____

(c) Will he find it on a page preceding the one to which he opened? _____

Situation No. 6

A pupil lost a library book. He wants to know the cost price of the book so he can get money from his father to pay for it.

(a) Will he find the cost given in the shelf list? _____

(b) Will he find the cost given in the accession book? _____

(c) Will he find the cost given in the card catalogue? _____

Situation No. 7

A pupil wishes to read a book called *The Philippine*

Revolution by Kalaw.

(a) Should he go to the Fiction Section to find that book? _____

(b) Should he go to the Music Section? _____

(c) Should he go to the Filipiniana Section? _____

Situation No. 8

A girl is in the library looking for a reference book numbered 919.14. She is standing in front of a book numbered 917.14.

(a) Should she move to her left to find the desired book? _____

(b) Should she move to the right? _____

(c) Should she go to the General Works Section? _____

Situation No. 9

A pupil is studying geography. In order to work out a certain problem on his work sheet he needs a book by Allen called *A History of the United States*.

(a) Should he go to the Reference Division to find the work? _____

(b) Should he go to the Circulation Division? _____

(c) Should he go to the Binding Section? _____

Situation No. 10

A girl in the library has forgotten the title of a book she wishes to borrow. To make matters worse she has also forgotten her assignment note-book that con-

tained information about the book she needs.

(a) Should she consult the accession book? _____

(b) Should she try her luck by going along the shelves with the hope of coming across that title? _____

(c) Should she consult the card catalogue and look for the author card of the book? _____

If you were able to answer all the questions correctly, you have a fairly good idea as to how to use your library.

A library is the world's storehouse of knowledge. Therefore you should be very familiar with the methods of using this great storehouse. Any information which you may want is there, so learn how to find that information quickly and easily.

ANSWERS

- | | |
|------------|------------|
| 1. (a) No | 6. (a) No |
| (b) No | (b) Yes |
| (c) Yes | (c) No |
| 2. (a) No | 7. (a) No |
| (b) No | (b) No |
| (c) Yes | (c) Yes |
| 3. (a) Yes | 8. (a) No |
| (b) No | (b) Yes |
| (c) No | (c) No |
| 4. (a) No | 9. (a) Yes |
| (b) No | (b) No |
| (c) Yes | (c) No |
| 5. (a) No | 10. (a) No |
| (b) Yes | (b) No |
| (c) No | (c) Yes |