



Getting a Library Card

Photo story

Activities

Teacher notes

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Funded by a Winnipeg Public Library Board Community Outreach Grant.

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Tel: 204.986.4255

Winnipeg Public Library, Updated on March 10, 2015

Getting a Library Card



Katie is a librarian.



Maria wants to get a library card.



1.



2.

Getting a Library Card



3.



4.



5.



6.

A. Warm-up questions about reading and the library.

General questions:

1. What kind of books do you like to read?
2. How often do you read a book?
3. What is a bookworm?
4. What do you like to read besides books?
5. How many of you have a library card?
6. How often do you go to the library?
7. Which library do you usually go to?

Specific questions about the Winnipeg Public Library:

8. What is the name of the main library branch on Donald Street?
9. How much does it cost to check out a DVD for adults?
10. Can your child get a library card?
11. Can you use your library card at any branch?
12. For how long can you take out a book?
13. Can you return a book at 3:00 in the morning?

B. The steps in getting a library card.

Study the pictures and discuss the steps in getting a library card.

C. Dialogue

Jeong: Do you wanna go for coffee after school?

Sahid: Great idea, but I can't. I have to return my library books. They're due today.

Jeong: I've never had a library card. How do I get one?

Sahid: You just go to any public library and fill out an application form.

Jeong: That's it?

Sahid: Not quite. You'll need some ID.

Jeong: Like what?

Sahid: Well, like your driver's licence, medical card, or a phone bill - anything with your name and address on it.

Jeong: Hey, what if I go with you? Do you think I can get a library card today?

Sahid: Sure. You just have to fill out the form.

Jeong: Oh, but I don't have a lot of money with me. How much does it cost?

Sahid: Nothing, if you live in Winnipeg.

Jeong: The price is right! Let's go!

Sahid: OK. Here, help me carry my books.

Jeong: Wow! That's a lot of books! How many can you borrow?

Sahid: Up to 50 items at a time

Jeong: Really?

Sahid: Yeah. Just don't be late returning them or you'll have to pay an overdue fine.

D. Student dialogues.

Now make up your own dialogue like the one above using the photo story as a guide.

E. Fill out an application form.



APPLICATION FOR LIBRARY CARD

(Français au verso)

Winnipeg Public
LIBRARY

Free to residents of Winnipeg; acceptable identification is required.

APPLICANT'S LAST NAME: (Please print clearly) _____ **FIRST NAME** _____ **MIDDLE INITIAL(S)** _____

PARENT(S)/LEGAL GUARDIAN(S): (when applicant is under age 18)
NAME #1 _____ **NAME #2** _____

Names listed in this application will have access to this account.

BIRTHDATE: _____ / _____ / _____ **GENDER:** M F **PHONE:** (_____) _____ - _____

MAILING ADDRESS:

_____ **APT #** _____ **STREET #** _____ **STREET NAME (Box, Group, R.R.)** _____ **CITY** _____ **POSTAL CODE** _____

LIBRARY NOTICES: PHONE or E-MAIL _____ @ _____ **E-MAIL ADDRESS**

HOME ADDRESS: (if different from Mailing Address)

_____ **APT #** _____ **STREET #** _____ **STREET NAME** _____ **CITY** _____ **POSTAL CODE** _____

INTERNET ACCESS: (select one)

FULL Internet access FILTERED Internet access NO Internet access (except @ Express computers)

The applicant, or parent/legal guardian if applicant is under age 18, agrees to be responsible for all materials borrowed and to abide by the rules and regulations of the Winnipeg Public Library. The information on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. This information may be released to a 3rd party in order to collect unpaid fines and fees.

Signature of Applicant (if 18 or older) or Parent/Legal Guardian: _____

Non-residents of Winnipeg and visitors who do not meet the requirements below must pay a non-refundable fee.

Does a member of your household have a valid Non-Resident Card? _____ **RECEIPT #** _____

Does a member of your household own property or pay business tax to the City of Winnipeg? Yes No

_____ **PROPERTY ADDRESS or BUSINESS NAME and ADDRESS**

_____ **TAX ROLL#**

STAFF USE ONLY: DATE _____ **BORROWER#** _____ **STAFF NAME** _____

F. Match the library terms with the definitions.

Terms	Definitions
1. Librarian	_____ Money you pay if you return a book late
2. To renew	_____ Someone who reads a lot
3. Overdue	_____ To ask for a particular item in the library
4. Due date	_____ The date you must return the book by
5. Circulation desk	_____ Your book is late
6. To check out	_____ To take out a book
7. Book chute	_____ Place where you can return a book after the library closes
8. Bookworm	_____ To get an extension of time on your book
9. On hold	_____ Person who works in a library
10. Fine	_____ Reserving a book so that when it is returned, you get it next
11. Stacks	_____ Where you can get information about library resources
12. To request	_____ Shelves of books or other material

G. Making questions via email

Pretend you are emailing the library. Make questions based on the following information.

Example: Getting a library card How do I get a library card?

1. Hours of operation of the library _____
 2. Identification required _____
 3. Cost of a library card _____
 4. Fine for an overdue book _____
 5. Getting an application form _____
 6. Nearest branch to where you live _____
 7. If your child can get a library card _____
 8. Total number of items you can check out _____
 9. If the library has DVDs _____
 10. Whether you can return books after the library is closed _____
- _____

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: Please note that library fines, 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 Outreach Services and Marketing, Winnipeg Public Library at 204.986.4255.

The photo story and activities are suitable for Canadian Language Benchmarks 5-6.

Teacher Instructions and Answer Keys

Activity A

Activity A is designed to get the students thinking about the library. It is an oral activity with the teacher asking the questions. This activity may be repeated after other lessons are completed to gauge their learning.

Questions 1 to 7 are open-ended questions that will elicit various responses. Questions 8 to 13 are specific questions about the Winnipeg Library system. Depending on students' knowledge of the library, they may or may not know the answers yet.

Answer Key for questions 8 – 13:

8 – Millennium Library

9 – \$1.20

10 – Yes

11 – Yes

12 – 3 weeks (Sometimes it can be renewed)

13 – Yes (The book chutes are open after hours).

Getting a Library Card: activities for advanced levels

Teacher Notes

Activity B

Students study the photo story, 'Getting a library card' and determine the steps illustrated in the photos. The teacher should then go over the steps with the class in terms of the steps. The teacher may want to write the steps on the board as determined by the class. An example of what the class may come up with:

1. Go to any Winnipeg library branch.
2. Tell the librarian that you want a library card.
3. Fill out an application form.
4. Show the librarian any acceptable identification - a driver's licence, a medical card, or any ID, such as a phone bill, with your name and current address on it.
5. Receive your library card on the spot.

Activity C

This activity is designed to introduce the key words in getting a library card through a realistic dialogue. Hand this dialogue out to the students. The teacher selects two students to read the dialogue. After the students read it, the teacher should ask the class if they understand all the words in the dialogue.

Activity D

The students are now ready to practice the picture dialogue. Divide the class into pairs, and have them follow the pictures and make up their own dialogue about getting a library card. Encourage the students to be a little inventive with their dialogues. After the student pairs have practiced both roles, the teacher calls upon one pair of students to perform the dialogue for the rest of the class

Activity E

The teacher hands out an application form for the students to fill out. (It can also be downloaded from the website at winnipeg.ca/library). The teacher may want to go over the application form with the students after they've filled it out to make sure it's complete and correctly filled out.

Getting a Library Card: activities for advanced levels

Teacher Notes

Activity F

This activity is designed to help the students learn some of the key terms related to the library, which will make it easier for them to ask questions and get information at the library.

1. Librarian	Person who works in a library
2. To renew	To get an extension of time on your book
3. Overdue	Your book is late
4. Due date	The date you must return the book by
5. Circulation desk	Where you can get information about library resources
6. To check out	To take out a book
7. Book chute	Place where you can return a book after the library closes
8. Bookworm	Someone who reads a lot
9. On hold	Reserving a book so that when it is returned, you get it next
10. Fine	Money you pay if you return a book late
11. Stacks	Shelves of books or other material
12. To request	To ask for a particular item in the library

Activity G

The teacher tells the students to pretend they are emailing the library with some questions they want to ask. The students can ask each other their questions once they have finished. The teacher may want this work handed in to check it over.

(Note: The Winnipeg Public Library has an 'Ask the Librarian' feature on the website for submitting email questions. Although not for use for this exercise, this service may be of interest to the students for their future needs).