



Using the Library

Photo story

Activities

Teacher notes

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Winnipeg Public Library, updated on March 10, 2015

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.



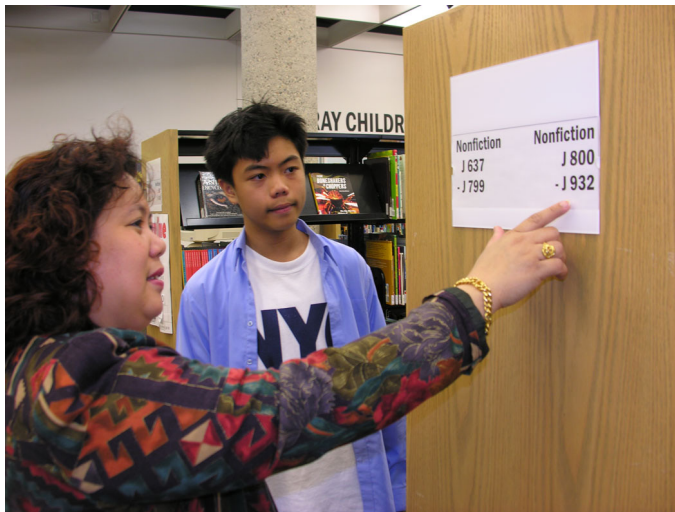
2.



3.



4.



5.



6.



7.



8.



9.



10.



11.

A. True or False

1. _____ You can surf the Internet at any Winnipeg library branch.
2. _____ You can have a pizza party at the library.
3. _____ The library is open 24 hours a day.
4. _____ You can renew a book by phone, online, or in person.
5. _____ The library is a great place to watch television.
6. _____ You can check out a book for only one week at a time.
7. _____ In addition to books, you can also take out movies, music, and magazines from the library.
8. _____ You can go to the library website to do a search of the library catalogue, and to place a request for a book or a movie.
9. _____ It costs \$3.00 to take out a movie for one week.
10. _____ You can have library material, such as books and movies, sent from any Winnipeg library branch to the branch that is closest to your home.
11. _____ You can return library material to any branch 24 hours a day.
12. _____ Children are not welcome at the library.
13. _____ The large library downtown is called the Centennial Library.
14. _____ You need a library card to check out material from the library.
15. _____ The library offers a variety of programs, activities and events for all ages.
16. _____ Library staff are grumpy and don't like to answer questions.
17. _____ Generally, reference material cannot be taken out of the library.
18. _____ "The stacks" is another name for the shelves of books and other material.
19. _____ You can get audiobook downloads from the library.
20. _____ The Winnipeg libraries are all owned by a rich and famous Winnipeg businessman.

B. Dialogue

Sahid: Hi Jeong. How's everything going?

Jeong: Pretty good. Except I'm a little worried. I've got a literature project to work on, but I'm not sure where to start.

Sahid: Why don't you start at the library. Do you have a library card?

Jeong: Yeah I do.

Sahid: What's your project about?

Jeong: Margaret Laurence, a famous Manitoba author.

Sahid: Oh, you'll find lots of information about her at the library. Just go to your nearest library, sit down at one of the catalogue computers, and start your search.

Jeong: How do I do that?

Sahid: Well, you can do your search in a number of ways. You can sit down at a computer, bring up the library catalogue and type in the author's name, or the title of any of her books. The computer will bring up a list of her books and biographies that have been written about her, as well as any DVDs about her.

Jeong: Then what?

Sahid: Then write down the call numbers of the books you're interested in and go to the stacks to look them up. The stacks are the shelves of books and other material, and they're all clearly numbered.

Jeong: What's a call number?

Sahid: The call numbers are the letters and numbers on the spine of every book that help you search through the stacks. Fiction books are arranged in alphabetical order and non-fiction books in numerical order.

Jeong: Can I take the books out of the library?

Sahid: Yes, you can check out most books for three weeks with your library card. When you check them out, you'll get a receipt that tells you how many items you've checked out and when they're due. Make sure you return the books when they're due to avoid fines. Overdue books and DVDs for adults are .40 cents a day for each one, so the fines can add up.

Jeong: What if I need them longer than three weeks?

- Sahid: You can renew them for another three weeks, if they're not 'on hold' for another person.
- Jeong: Do I have to go to the library to do all of this?
- Sahid: No. You can do your search from home by going to the main library website, placing a 'request' for the books you want and then pick them up at your nearest library branch. You can even renew them online, or by phone. You only need to go to the library to pick them up and drop them off. Just make sure you have your library card handy because you'll have to type in the numbers on your card.
- Jeong: Boy, that's really convenient. Is that what you do?
- Sahid: Usually. Sometimes, though, I use the computers at the library; it all depends. I actually enjoy going to the library and studying there because I like the atmosphere. I really get into a study mode there.
- Jeong: Say, I was wondering. Do you think they might have any DVDs about Margaret Laurence that I could watch?
- Sahid: She's pretty famous, so I wouldn't doubt it. Your search will bring up all the titles for her, including books, DVDs, CDs and audiobooks.
- Jeong: Well, I think I'm ready to get started. Thanks a lot, Sahid.
- Sahid: Good luck on your project! Maybe the next time I run into you will be at the library!

C. Write a Paragraph

Look at the photo story and write a paragraph about the Reyes family's visit to the library. Your paragraph should have at least eight complete sentences. Be sure to use some of the library terminology you learned in the dialogue.

D. Website search

Write short answers to the following questions, using a sheet of paper. **For this exercise, you need to go to the Winnipeg Public Library website winnipeg.ca/library.**

1. What kind of information do you find on the main page of the Winnipeg Public Library website?
2. How many library branches are there in Winnipeg?
3. Name one event under the 'Programs and Events' tab.
4. Can you renew your library items online?
5. Is Wi-Fi Internet service (for laptops) available at all Winnipeg branch locations?
6. What is EBSCOHost? (Hint: check the 'Search a Database' tab).
7. Where will you find the library's catalogue?
8. What does the OverDrive ebooks & eAudiobooks allow you to do?
9. Where can you find how to book a library computer?
10. What is one of the headings under "Millennium Library Special Services"? (Go to 'Find books and more', click on heading, 'Audio-visual collections')
11. What is the fourth heading under the 'Use the Library' tab?
12. How do you get to the page about the Millennium Library from the main library page?
13. What is the first heading under the 'Contact Us' tab?
14. What four headings do you find on the left, under 'Winnipeg Public Library'?
15. The library main website contains links to what other services?

E. Sentence Practice

Choose eight of the following terms and write a complete sentence for each word.

Example: Membership: I got a library membership last week because I want to take out some books and DVDs for a school project.

Renewal _____

Due date _____

Bestseller _____

Catalogue _____

Book chute _____

Overdue _____

Request _____

Branch _____

Stacks _____

Circulation desk _____

Genre _____

Online database _____

Call number _____

Checkout receipt _____

F. Advertisement

You and your partner work for an advertising agency. Your job is to design a one-page advertisement for the Winnipeg Public Library, outlining some of the main services provided by the library.

You can talk about any of the following:

- huge selection of books, magazines, DVDs and CDs (without going into too much detail)
- how long you can take them out for
- computers with access to the Internet
- great website
- convenience of being able to renew, and place holds from your computer at home
- convenience of being able to pick up and return items to any branch
- after-hours return chutes to return material when the library is closed
- 20 locations
- various programs and events for all ages
- friendly and helpful library staff
- what a great place your local library is to read, study and do research

You can also use the latest @ *The Library* newsletter for ideas.

Try and think up a good slogan or catch-phrase for your ad, such as “Something for everyone,” “Your library is just a mouse click away”.

Make sure your page is well laid out with both text and interesting graphics.

You’ll need to study the website to help you with this project.

Using The Library: 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.

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 a True and False exercise. It will get the students thinking about the library and the many services it offers. Hopefully, it will generate some discussion among the students about the library - whether they use it or not, and what they use it for.

Answers to True/False quiz

1. T 2. F 3. F 4. T 5. F 6. F 7. T 8. T 9. F 10. F
11. T 12. F 13. F 14. T 15. T 16. F 17. T 18. T 19. T 20. F

Activity B

This dialogue informs the students how to do a library search, the check out and renewal process, and the variety of items available on any subject. It will help the students with exercises C and E. Hand this dialogue out to the students. The teacher selects two students to read the dialogue. After the students read it, the teacher should check for comprehension of the text.

Activity C

This activity will give the students some writing practice using some of the terms they learned in the dialogue. Encourage the students to be creative in making up the stories. When they've finished writing their stories, put the students in groups of two and have them read their stories to each other. Finally, the students hand in their stories for correction.

Using The Library: activities for advanced levels

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Activity D

This exercise is designed to raise the awareness of the students of the Winnipeg Public Library website (Winnipeg.ca/library), and the wide range of services available through the library.

1. Students can list any of the information listed on the main page of the website
2. 20
3. Students can name any of the current events listed
4. Yes
5. Yes
6. A collection of online journal databases containing thousands of journal articles that cover a wide variety of topics.
7. There are a few ways to get to the library's catalogue. From the main page:
 - Find Books & more → 'Search catalogue'
 - Enter any word(s) from the title, author or subject and click on the Go button
8. Download popular audio books and eBooks to your computer/MP3 player.
9. There are a few ways to book a library computer, such as:
 - Use the Library → Computer and Technology Access
 - Find Books & More → Search Catalogue (Book a Computer tab)
 - How Do I... → Use a library computer
 - The user would have to enter a library card number to actually book a computer. (Don't go this far though!)
10. Special Services offer a wide range of services and collections to different clients including:
 - Alternate formats
 - Services for the print disabled
 - Specialized equipment
 - Adult learners and new Canadians
11. Login to my account
12. Use the Library → 'Millennium Library' or click on the Branches' button.
13. Ask a Librarian.
14. My account (renewals), Programs and Events, Contact Library, Site Map
15. The Library's website has contact information for other City of Winnipeg services, including City Hall and 311.