Computer Skills: Unit 1: Library Orientation

Name:

Class:

The answers to these questions are your notes for this lesson. You may work in groups of two to complete the Orientation. Please hand in your own sheet.

You will be exploring the physical library as well as the library’s website (LibGuides). The QR codes will take you to specific pages of the library’s website. The website is made up of individual guides. Each guide has a number of pages. These pages are like chapters in a textbook. If you hover over the blue tabs you may notice that some of the pages have sub-pages. If you click a blue tab, it will take you to the main page for each topic; which is usually the introductory or overview page.

1. Librarian’s name: ________________________________

2. Library Technician’s name: ____________________________

3. Official name of the library: ____________________________

4. Library hours: _________________________________

Find the page(s) about the Library in your student agenda. The Library pamphlet can also be used to answer this question.

5. List three things you learn about the Library from your agenda or the pamphlet:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

6. Find circulation information and list three types of resources you can access through the library:

a) _______________________________________

b) _______________________________________

c) _______________________________________
7. What is the loan period for:

   Equipment: ____________________
   Books: ____________________
   Periodicals: ________________
   Videos: ________________
   Reference: ________________

What is the fine if the item is returned late?

   ________________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________

What’s the process or consequence for lost or heavily damaged material / equipment?

   _______________________________________________________________________

8. Provide the definition for information literacy (hint: look for the bold lettering).

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Use the slideshow entitled “Getting Started with Destiny” to answer the following questions:

9. A call number is ____________________________

10. The Dewey Decimal System is ____________________________
    _______________________________________________________________________

11. St. Paul’s Library Catalogue is called ____________________________

12. What fields are you searching in library records when you complete a:
   a. keyword search: ____________________________
   b. author search: ____________________________
   c. title search: ____________________________
   d. subject search: ____________________________

Write down the call number: ________________________________

14. Describe to Miss Janzen or Mr. Sisk where to find the book in the library.

15. Peg Kehret is the author of a book you will be using in your English classes next term.
   a. What is the name of the book she wrote? (you may shorten the title)
   ____________________________________________________________

   b. What is the call number? _________________________________

   c. Describe to Miss Janzen or Mr. Sisk where you would find this book in the library.

16. Using Destiny, choose one of the following subjects and find a resource that is NOT a physical book (ie. Ebook, DVD). List the title and the call number below:
   - Subjects: Mythology, Sports (Hockey; Football, Baseball, Soccer, Rugby),
     Atlas, Saints, Disease, Genetic disorder

Title: ________________________________

Call Number: ________________________________

Database: (if applicable) ________________________________

17. Choose a book to sign out and write down the title. ________________________________

Hand this completed worksheet to Mr. Sisk