

PENANG SANGAM HIGH SCHOOL
P.O.BOX 44, RAKIRAKI
LESSON NOTES

School: PENANG SANGAM HIGH SCHOOL

Year/Level: 9

Subject: ENGLISH

WEEK 15

Strand	WRITING AND VIEWING
Sub Strand	1.2. LANGUAGE FEATURES AND RULES EN 10.1.2.1 Explore and respond to grammar rules and persuasive techniques. accurately.
Content Learning Outcome	-define the library terms and functions of the different parts of the library.

LIBRARY: A library is a collection of sources of information and resources and these can be kept in a room, a building and in today's technological age it can even be a virtual space.

- **Accession register** – this is a book which contains a list of books/texts and their authors (sometimes the cost of the text is also included) that have been added to the library in chronological order (date the book was added to the library). It is also known as the accession catalogue or file.
- **Periodical** – any text that is published at intervals or in certain period's e.g. Newspapers, magazines and journals.
- **Catalogue cards** – cards which contain the title and author's details and brief summary of what the text was about. It is usually arranged in alphabetical order and kept in small drawers of a catalogue drawer chest.
- **Dewey Decimal System** – system set for the arrangement of mostly non-fiction books according to their subject numbers e.g. 000-099 General Works
- **Fiction** – Literature describing imaginary events and people. These books are arranged according to the first three letters of the author's surname and in alphabetical order.
- **Non-Fiction** – Literature containing factual information.
- **Reference Section** – a section in the library where all reference books are kept usually for research purposes. These books are hardly if ever given out on loan to students or teachers because there is usually only one copy available with many users and it is quite expensive to replace.
- **Issue desk** - this is where all books are issued and returned.
- **Biography** – an account of someone's life written by someone else.
- **Autobiography** – an account of a person's life written by that person.
- **Periodical section** – a section or corner of the library where all the periodicals are kept.
- **Folios or Oversized books** – these are books that are too large to place in conventional shelves in the library. They are usually placed on top of shelves or have special shelves done for their safe keeping.

- **Anthology** – a published collection of poems or other pieces of writing.

ACTIVITY

1. What is the golden rule of the library?

2. How are Fiction and non-fiction books arranged in the library?

3. What is Dewey decimal classification system?

4. What is periodical?

5. Name your favorite magazine and give a reason for your answer?

6. Under which section of the library will you find 'Mai Life' and 'Marama'?

7. In which section of the library will you find a magazine?

8. Who is a librarian? \

