



GRADE VI USING THE CARD CATALOG

GETTING STARTED

Does your school have library? Some call it the Learning Resource Center(LRC). Others call it the Media Center. In all libraries, you can find a card catalog cabinet composed of drawers with cards inside it for each book in the library. If you know how to use the card catalog it will help you find the book you need easily without spending so much time looking for it.

This module will help you:

- *locate information using the card catalog*
- *distinguish the three types of cards*



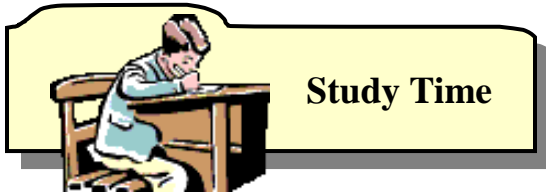
Study the sample cards below. Answer the questions that follow.

664.35
G41a

Wedding
Gonzales, Arnel C.
Quezon City, Phoenix Pub.House Inc. 1985
148 pp. ill.

1. Who is the author of the book? _____
2. What is the title of the book? _____
3. What is the call number? _____
4. Who is the publisher of the book? _____
5. Where and when was the book published? _____



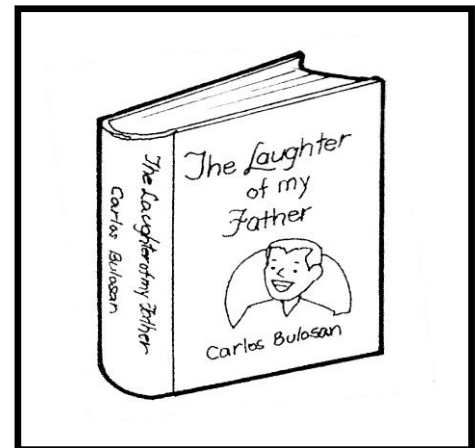


Books in the library are in two major groups. The two groups are **fiction** and **nonfiction**. Fiction books tell stories that are made up. Nonfiction books have facts and information.

Fiction books are kept in one section of the library. They are shelved in alphabetical order by the author's last name. The book's spine, or side, shows the author's last name. The spine also shows the title of the book.

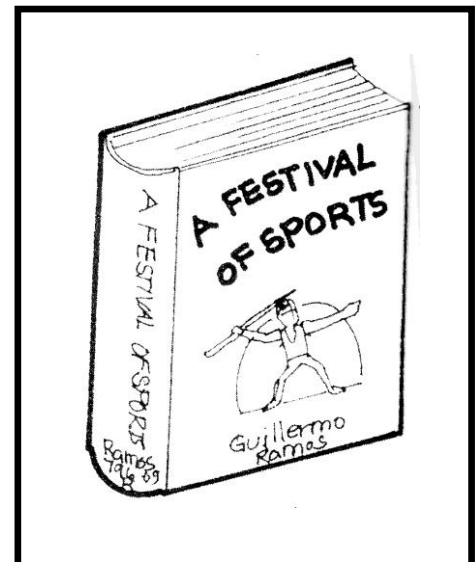
Look at the book shown here.
What is the first letter of the author's last name? (B)

Would a book by Alberto Florentino be before or after the book shown here? (after)



Nonfiction books are grouped by general subject areas. A nonfiction book has a call number on the spine. The call number is a code for that subject area.

Many libraries use the Dewey Decimal System to classify their nonfiction books. This system gives a three-digit numeral to each subject area. The call number of this book is 769.09. All books about sports have number in the 700s.





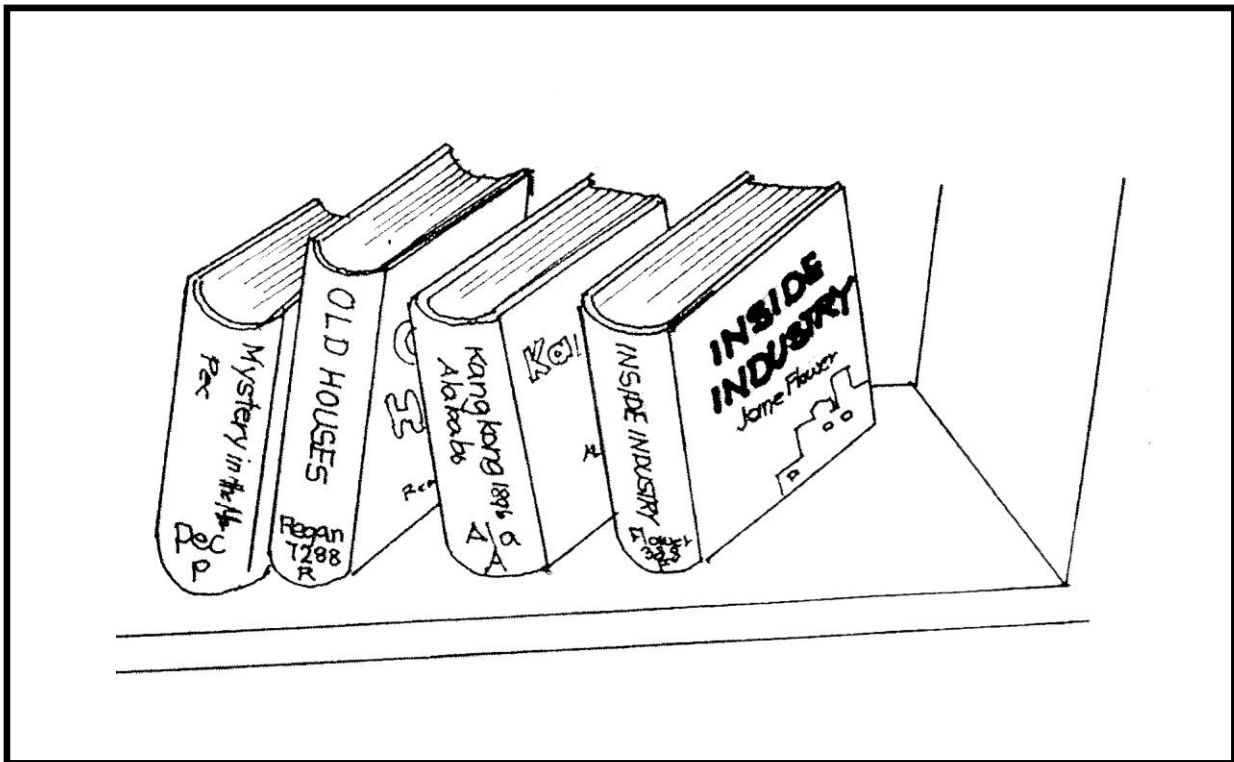
Dewey divided all the books into general classes, assigning a specific number to each class.

The range is from 000 – 999.

The classification of books according to DDC is as follows:

000 - 099	General References
100 - 199	Philosophy
200 - 299	Religion and Myth
300 - 399	Social Studies, Government, Civics
400 - 499	Languages
500 - 599	Pure Science
600 - 699	Applied Science
700 - 799	The Arts
800 - 899	Literature
900 - 999	History, Geography, Travel

Use the book spines to answer the questions.



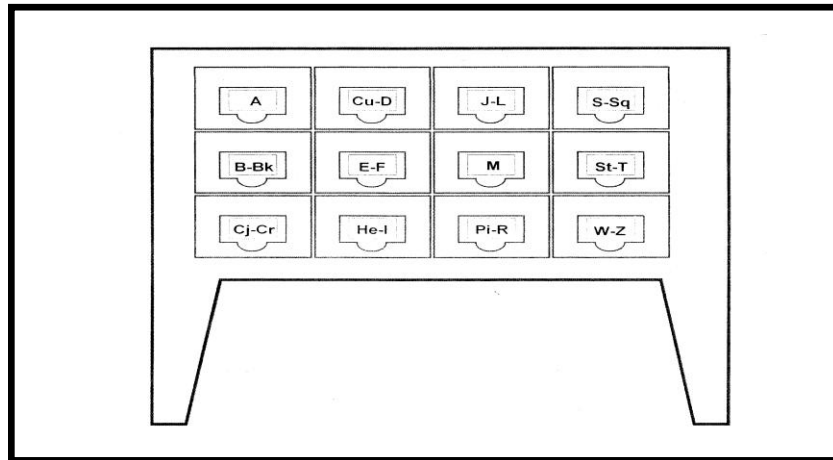


1. Who wrote *Mystery in the Marsh*?
2. Is *Kangkong 1896* a fictional book?
3. What is the call number of the book by Flower?
4. Is the book by Peck fiction or nonfiction?
5. What is the title of the book by Regan?
6. Would *Mystery in the Marsh* be shelved before or after *Kangkong 1896*?
7. Is *Inside Industry* a book of fiction or nonfiction?
8. Is *Old Houses* an imaginary story or factual book?

The Card Catalog

When you use the library, you want to find books quickly. To make this search easier, most libraries list their books on cards. The cards are stored in the **card catalog**. If you know a book's title, author, or even the subject, you can find the books by using the card catalog.

The card catalog is a cabinet of small drawers that contain the file card for every book in the library. Each drawer is labeled to show what part of the alphabet it covers.



Look at the letters on the drawers.

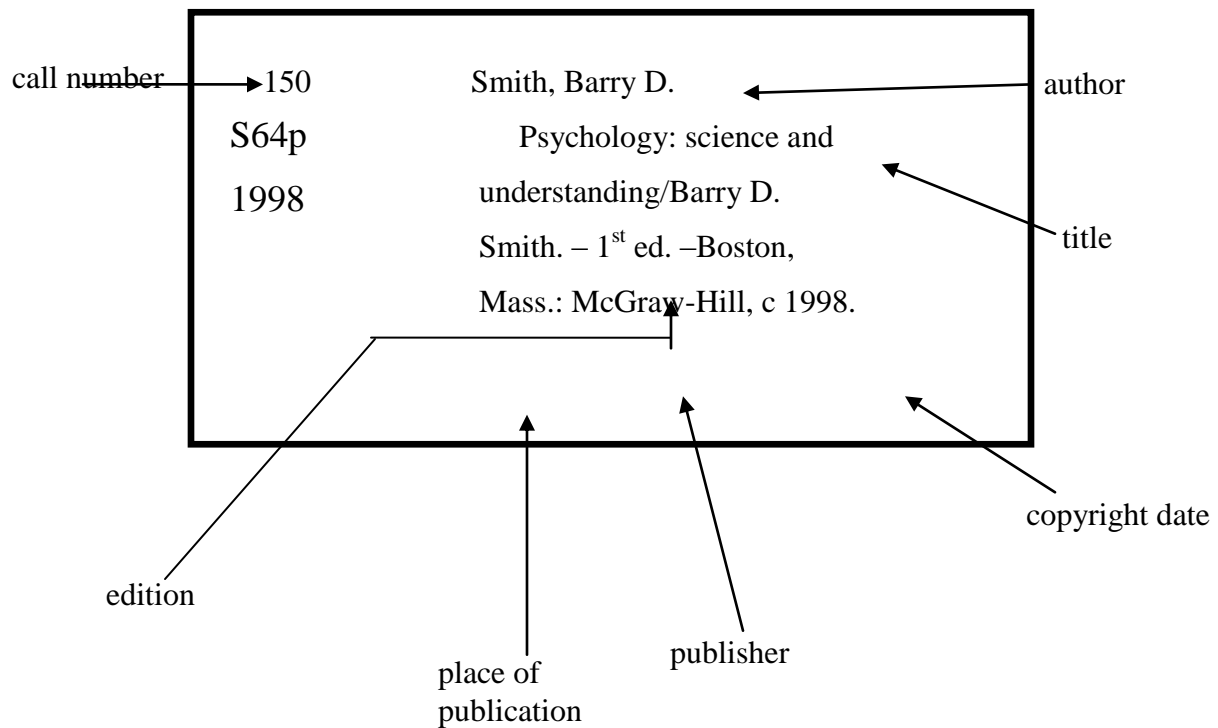
Where would you look for a book about language?
(the drawer marked J – L.)

If you know the name of the author, you can look up his last name in the card catalog.

If you know the title of the book but not the author, you can look up the title in the title card

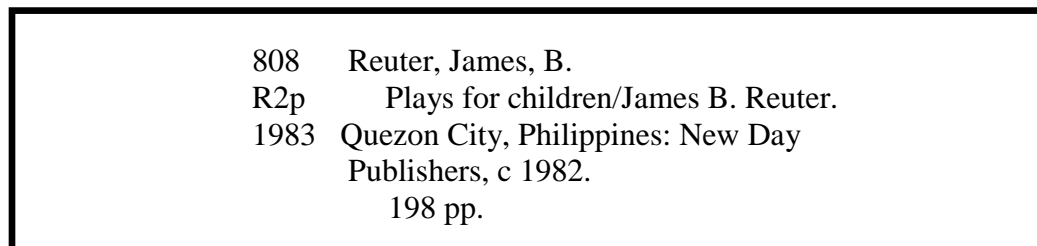


Let's inspect an author card.



For most books there are three cards. These cards are a **title card**, an **author card**, and a **subject card**. The cards are arranged alphabetically. When the word A, An or The is the first word in the title, it does not count. Study these cards.

Author Card





Subject Card

808 R 2p	PLAYS Reuter, James B. Plays for children/James B. Reuter. Quezon City, Philippines: New Day Publishers, c 1982. 198 pp.
-------------	---

Title Card

808 R 2 p	Plays for Children Reuter, James B. Plays for children/James B. Reuter. Quezon City, Philippines: New Day Publishers, c. 1982. 198 pp.
--------------	---

What does the card catalog supply?

Write your answers in your notebook. Check your answers using the Key to Corrections and the Rating Scale.

Are you now ready to locate a book in the library?

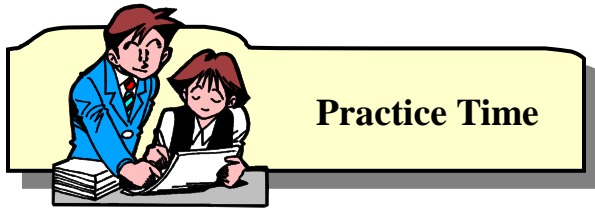
Let us see.

Get ready to do some exercises.

Write the answers in your notebook

Check the answers using the Key to Corrections and the Rating Scale.





A. Here are the first lines of card catalog cards. Write whether each card is a title, author, or subject card.

1. The World of UFOs
2. Chang, Daniel
3. WINDMILLS
4. The Black Cauldron
5. Berger, Melvin
6. NUCLEAR, ENERGY
7. Catch the Wind
8. SPORTS
9. Joaquin, Nick
10. Call of the Wild

B. Write the letter or letters of the drawer in which you would find each of the following in the card catalog.

Drawers: A – C J – L S – T
 D – E M – N U – V
 F – I O – R W – Z

Example: The Hobbit
Answer: F – I

1. The Mysterious Planet
2. Robert Frost
3. Photography
4. computers
5. Search for Big Foot
6. magic
7. kayaking
8. gymnastics
9. William Shakespeare
10. A Ukelele for Minerva



C. Study the card.

Answer the questions that follow.

808	Mason, Miriam E.
M 58 p	A pony called lightning/Miriam E. Mason.
1971	-1 st ed.- New York, USA: Macmillan Publishing Co., c 1971 234 pp. illus.

1. Who is the author of the book?
2. What is the title of the book?
3. Who published the book?
4. Where was the book published?
5. When was the book published?
6. How many pages does the book have?
7. Does the book contain illustrations?
8. What is its call number?
9. Is the book fiction or nonfiction?
10. What kind of a catalog card is it?

Key Points

The card catalog is a cabinet of small drawers filled with cards alphabetically arranged for each book in the library.

- Each card has in its upper left-hand corner the call number of the book that it covers.
- There are three kinds of card for the same book in the card catalog: the author, the title card, and the subject card.



Test Yourself

Which of the catalog cards below will give you the following information? Write only the letter?

1. culture of North American Indians
2. love story
3. subject-verb agreement
4. stories, poems and songs in mathematics
5. show to build robots

A.

465 New english for today
Palma, Jesus C.
New english for today/Jesus C. Palma.
Manila, Philippines: Ginn and Company,
c 1986.

B.

629.10.1 ROBOTS
Gatland, Kenneth
The World of the future
Toronto, Canada: Usborne, c 1985.

C.

970.1 Janovitz, Laura Emily
The world of the north American Indian/
Laura Emily Janovitz. Berkeley: Eucalyptus Press,
c 1987.



D.

800 Lowell, Elizabeth
Winter fire/Elizabeth Lowell.
New York: Avon Books, c 1996.
389 pp.

E.

500 Rosenblum, Lauren
Math anthology/Lauren Rosenblum.
New York: Macmillan/McGraw – Hill School
Publishing Company, c 1993.

Wrapping Up

“Let’s Pretend”

You are a librarian. A new book was donated to your library. Make an author card for this book with the following data:

Title: Baseballs Hottest Hitters
Publisher: Lerner Publications
Author: Nathan Aseng
Place of Publication: Minneapolis
Date of Publication: 1983
Dewey Decimal Number: 796.53



KEY TO CORRECTIONS

STUDY TIME

1. Peck
2. No, it's a nonfiction.
3. 338
4. Fiction
5. OLD HOUSES
6. It should be shelved after Kangkong 1896.
7. Nonfiction
8. Factual book

The card catalog supplies the following information:

1. call number
2. title of the book
3. author of the book
4. place of publication
5. publisher
6. copyright date/date of publication
7. number of pages

PRACTICE TIME

- A.
1. title
 2. author
 3. subject
 4. title
 5. author
 6. subject
 7. title
 8. subject
 9. author
 10. title

- B.
1. M – N
 2. F – I
 3. O – R
 4. A – C
 5. S – T
 6. M – N
 7. J – L



8. F – I
9. S – T
10. U – V

- C.
1. Miriam E. Mason
 2. A pony called lighting
 3. Macmillan Publishing Company
 4. New York, USA
 5. 1971
 6. 234
 7. Yes, it does.
 8. 808, M 58p
 9. Fiction
 10. author card

TEST YOURSELF

1. C
2. D
3. A
4. E
5. B

Rating Scale

Descriptive Grade	Number of Items		
	5	8	10
Outstanding	5	8	10
Very Satisfactory	4	7	9
Satisfactory	3	6	7-8
Fairly Satisfactory	2	4-5	5-6
Fair	1	2-3	3-4
Needs Improvement	0	0-1	0-2