Name: _____ Date: _____

How a Library Keeps Books in Order

Circle group

A library has thousands of books. How can you find the one you want? The books are in an order. The order works like a map.

Many story books are in order by the author's last name. Books with facts are sorted by subject. Many libraries use the Dewey Decimal System. Each subject has a number. Animal books share some numbers. Space books have other numbers.

Each book has a label on its spine. The label has the book's number. It tells you where the book goes on the shelf. When you return a book, the librarian puts it back by its number.

You can also use the library computer. Type a title, an author, or a topic. It shows the book's number. Follow the numbers to the shelf. Need help? Ask a librarian. Helping you find books is part of the job.

Questions

1. How are books with facts sorted?

_____

_____

2. What is on a book's spine label?

_____

_____

3. What does the label tell you?

_____

_____

4. What can you type into the library computer?

_____

_____

5. Why do libraries keep books in order?

_____

_____

6. You want a book about space. What can you do first?

_____

_____

Words to know

library: a place where people borrow books
subject: what a book is about
label: a small sticker with words or numbers on it
spine: the narrow edge of a book that shows on the shelf
librarian: a person who works in a library

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

Name: _____ Date: _____

How a Library Keeps Books in Order

Triangle group

A library may hold thousands of books. How do you find the one you want? Libraries put books in an order that works like a map.

Many story books are shelved in order by the author's last name. Nonfiction books, which tell facts, are sorted by subject. Many libraries use the Dewey Decimal System. Each subject has a number. Books about animals share one group of numbers, and books about space are in another.

Each book has a label on its spine with its number. The label tells you exactly where the book belongs on the shelf. When you return a book, the librarian puts it back where its number says.

You can also search on the library computer. Type in a title, an author, or a topic, and it shows the book's number. Then follow the numbers to the shelf. If you get stuck, ask a librarian. Helping people find books is part of the librarian's job.

Questions

1. How are nonfiction books sorted?

_____

_____

2. What is on a book's spine label?

_____

_____

3. What does the label tell you?

_____

_____

4. What can you type into the library computer to find a book?

_____

_____

5. Why do libraries keep their books in order?

_____

_____

6. You want a book about space. What would you do first?

_____

_____

Words to know

library: a place where people borrow books
subject: what a book is about
label: a small sticker with words or numbers on it
spine: the narrow edge of a book that shows on the shelf
librarian: a person who works in a library

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

Name: _____ Date: _____

How a Library Keeps Books in Order

Square group

A library may contain thousands of books, so how can you possibly locate the one you are looking for? Libraries arrange their books in a careful order that works much like a map.

Many story books are shelved alphabetically by the author's last name, while nonfiction books, which present facts, are sorted by subject. Numerous libraries follow the Dewey Decimal System, in which every subject is assigned a number. Books about animals share one group of numbers, and books about space belong to another.

Each book carries a label on its spine showing its number, and that label tells you precisely where the book belongs on the shelf. When you return a book, the librarian puts it back according to its number.

You can also search on the library computer by typing in a title, an author, or a topic, and it will display the book's number. Then you simply follow the numbers to the shelf. If you become stuck, ask a librarian, because helping people find books is part of the librarian's job.

Questions

1. How are nonfiction books organized?

_____

_____

2. What appears on the label on a book's spine?

_____

_____

3. What does the label tell you precisely?

_____

_____

4. What can you search for on the library computer?

_____

_____

5. Why do libraries arrange their books in order?

_____

_____

6. If you wanted a book about space, what would be a sensible first step?

_____

_____

Words to know

library: a place where people borrow books
subject: what a book is about
label: a small sticker with words or numbers on it
spine: the narrow edge of a book that shows on the shelf
librarian: a person who works in a library

Talk together (every group has these)

1. Find one fact that every group read. How did your sheet say it?
2. What did your sheet tell you that you think another group's did not? Ask them.
3. What is one question about this topic that none of the sheets answered?

For the teacher: How a Library Keeps Books in Order

Each student sheet carries a shape, not a level. The same topic and facts, written three ways.

Circle: How a Library Keeps Books in Order

Easier · 143 words · Flesch-Kincaid grade 2.8

1. By subject.
2. The book's number.
3. Where the book goes on the shelf.
4. A title, an author, or a topic.
5. So people can find a book and the librarian can put it back in the right place.
6. Look for the space numbers, or search the computer.

Triangle: How a Library Keeps Books in Order

This passage · 158 words · Flesch-Kincaid grade 4.6

1. By subject.
2. The book's number.
3. Exactly where the book belongs on the shelf.
4. A title, an author, or a topic.
5. So people can find a book and the librarian can put it back in the right place.
6. Look for the group of numbers for space books, or search the computer.

Square: How a Library Keeps Books in Order

Harder · 174 words · Flesch-Kincaid grade 9.2

1. By subject.
2. The book's number.
3. Where the book belongs on the shelf.
4. A title, an author, or a topic.
5. So people can find books and the librarian can return each one to its proper place.
6. Find the group of numbers for space books, or search the computer.