

UNIT 4

A LIBRARY

By: Prof. Muhammad Munir

Students Learning Outcomes:

On completion of the unit, students will be able to:

- answer the comprehension questions.
- use library skills.
- use a Dewey Decimal System.
- use the dictionary.
- translate a given passage into Urdu.
- research quantitatively.
- analyze and construct simple, compound and complex sentences.
- argue in favour or against a point.

Pre-reading:

- Have you ever borrowed a book from a library?
- How is a library useful to you?

A library plays a vital role in the **cognitive** growth of students. Sir Richard Steel says, “Reading is to the mind what exercise is to the body.” A library contains collection of books. It offers us fiction (novels, short stories, plays etc.) as well as non-fiction (biographies, religion, health, etc.) books for our information.

Kinds of Libraries

1. Public library
2. Special library / information centre
3. Academic library

1. Public Library

Public library is meant for everyone. Membership can be sought by anyone. This kind of library includes all kinds of books.



2. **Special Library/Information Centre**

It is also known as information centre. Special libraries include corporate libraries, law libraries, medical libraries, museum libraries, news libraries and non-profit libraries.

3. **Academic Library**

An academic library performs all those functions for which academic institutions are meant.

Most of the libraries are well organized. You can use them effectively by learning how they are organized.

The first thing you observe, as you enter a library, is the circulation desk. This is the counter where you sign for books and take them out. You can also get any information you want.

The card catalogue is also near the entrance. These cards tell you which books are in the library and where to find the book you need.

Main Section of a Library

1. **Fiction:** In this section novels, dramas and story collections are available. These books are arranged in alphabetical order by the last name of the author or by the title.
2. **Biographies and Auto-biographies:** In this section books are found about lives of the great people.
3. **Reference section:** This section contains encyclopedias, dictionaries, almanac etc. No reference books or periodicals are issued.

Dewey Decimal System

This system has a code number. It tells you what the book is about. This system is called decimal system because after the main number, there is a decimal point followed by another number.

Below are the code used by most of the libraries in the world.

00 – 99	General Reference, Computer Science
100 – 199	Philosophy, Psychology
200 – 299	Religion
300 – 399	Social Sciences
400 – 499	Languages
500 – 599	Natural Sciences and Mathematics
600 – 699	Applied Sciences/ Technology
700 – 799	Arts, Recreation, Sports
800 – 899	Literature
900 – 999	History, Geography, Travel

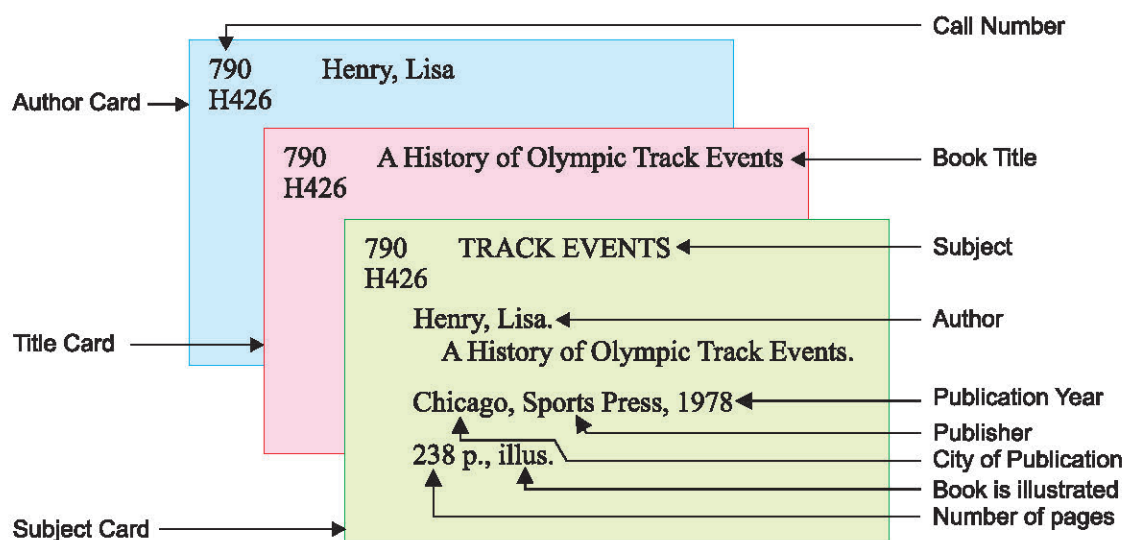
Rules and Regulations

Every library has its own rules. Some common rules are as follows.

1. Books are strictly non-transferable.
2. Books are issued for a specific period.
3. A borrower who disfigures or damages a book is liable to penalty.
4. A fine per day can be imposed for retention of a book beyond the specific time.
5. No reference books or periodicals will be issued.

Using the card Catalogue

The card catalogue will help you to locate books in a library.



Reading and Thinking Skills:

1. Answer the following questions.

- i) What are the kinds of libraries?
- ii) What is Dewey Decimal system?
- iii) What are the general rules and regulations of a library?
- iv) What is the main section of library?
- v) What is a public library?
- vi) Why are reference books and periodicals not issued?
- vii) Why are books issued for a specific period of time?

- viii) What is a special library?
- ix) In which section are the encyclopedias and dictionaries kept in a library?
- x) What is the importance of card catalogue?

2. Choose the correct option.

- i) A library plays a vital role in
 - (a) the progress of economy.
 - (b) the cognition.
 - (c) the cognitive growth of students.
 - (d) the cognitive growth of plants.
- ii) Public library includes
 - (a) all kinds of books.
 - (b) only dictionaries.
 - (c) only encyclopedias.
 - (d) only newspapers.
- iii) Special library is also known as
 - (a) college library.
 - (b) information centre.
 - (c) school library.
 - (d) university library.
- iv) Circulation desk is the counter where you sign for books and
 - (a) keep it on the shelf.
 - (b) buy it.
 - (c) keep them back.
 - (d) take them out.
- v) Biographies and Auto-biographies is the section where books are found
 - (a) about science and technology.
 - (b) about lives of the great people
 - (c) about plants.
 - (d) about animals.

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- vi) **Reference section contains**
 - (a) encyclopedias, dictionaries, almanac etc
 - (b) dictionaries and newspapers.
 - (c) encyclopedias.
 - (d) fiction books.
 - vii) **Books are strictly**
 - (a) transferable.
 - (b) non-transferable.
 - (c) on sale.
 - (d) not for sale.
 - viii) **A borrower who disfigures or damages a book is**
 - (a) liable to work on the shop.
 - (b) liable to pay loan.
 - (c) liable to penalty.
 - (d) free to go.
 - ix) **The card catalogue will help you to**
 - (a) get ID card.
 - (b) get membership card.
 - (c) locate newspapers.
 - (d) locate books in a library.
 - x) **Dewey decimal system has a**
 - (a) code number.
 - (b) page number.
 - (c) office number.
 - (d) book number.

Critical Thinking:

- Why is a library divided into different sections?

How to use a dictionary

A dictionary is a collection of facial description about words. The words are arranged in alphabetical order.

Guide words

extremist

extremist *n.* (also *attrib.*) person with extreme views. □ **extremism** *n.*

extremity /ɪk'stremɪti/ *n.* (pl. *-ies*) 1 extreme point; very end. 2 (in pl.) the hands and feet. 3 condition of extreme adversity. [Latin: related to **EXTREME**]

extricate /'ekstriˌkeɪt/ *v.* (-**ting**) (often foll. by *from*) free or disentangle from a difficulty etc. □ **extricable** *adj.*

extrication /-keɪʃ(ə)n/ *n.* [Latin *tricae* perplexities]

extrinsic /ek'strɪnsɪk/ *adj.* 1 not inherent or intrinsic. 2 (often foll. by *to*) extraneous; not belonging. □ **extrinsically** *adv.* [Latin *extrinsecus* outwardly]

extrovert /'ekstrəˌvɜːt/ *-n.* 1 outgoing person. 2 person mainly concerned with external things. *-adj.* typical of or with the nature of an extrovert. □ **extroversion** /-vɜːʃ(ə)n/ *n.* **extroverted** *adj.* [Latin *verto* turn]

extrude /ɪk'struːd/ *v.* (-**ding**) 1 (foll. by *from*) thrust or force out. 2 shape metal, plastics, etc. by forcing them through a die. □ **extrusion** *n.* **extrusive** *adj.* [Latin *extrudo* -*trus*- thrust out]

exuberant /ɪg'zjuːbəɾənt/ *adj.* 1 lively, high-spirited. 2 (of a plant etc.) prolific. 3 (of feelings etc.) abounding. □ **exuberance** *n.* **exuberantly** *adv.* [Latin *uber* fertile]

exude /ɪg'zjuːd/ *v.* (-**ding**) 1 ooze out. 2 emit (a smell). 3 display (an emotion etc.) freely. □ **exudation** /-deɪʃ(ə)n/ *n.* [Latin *sudo* sweat]

exult /ɪg'zʌlt/ *v.* be joyful. □ **exultation** /-tɪʃ(ə)n/ *n.* **exultant** *adj.* **exultantly** *adv.* [Latin *ex(s)ulto* from *salio* salt-leap]

ey var. of *y*²

eye /aɪ/ *-n.* 1 organ of sight. 2 eye characterized by the colour of the iris (*has blue eyes*). 3 region round the eye (*eyes swollen from weeping*). 4 (in *sing.* or *pl.*) sight. 5 particular visual ability (*a straight eye*). 6 thing like an eye, esp.: a a spot on a peacock's tail. b a leaf bud of a potato. 7 calm region at the centre of a hurricane etc. 8 hole of a needle. *-v.* (*eyes, eyed, eyeing* or *eying*) (often foll. by *up*) watch or observe closely, esp. admiringly or with suspicion. □ **all eyes** watching intently. **an eye for an eye** retaliation in kind. **have an eye for** be discerning about. **have one's eye on** wish or plan to procure. **have eyes for** be interested in; wish to acquire. **keep an eye on** 1 watch. 2 look after. **keep an eye open** (or *out*) (often foll. by *for*) watch carefully. **keep one's eyes open** (or *peeled* or *skinned*) watch out; be on the alert. **make eyes** (or *sheep's eyes*)

(foll. by *at*) look amorously or flirtatiously at. **one in the eye** (foll. by *for*) disappointment or setback. **see eye to eye** (often foll. by *with*) agree. **set eyes on** see. **up to the** (or *one's*) **eyes** in deeply engaged or involved in. **with one's eyes shut** (or *closed*) with little effort. **with an eye to** with a view to. [Old English]

eyeball *-n.* ball of the eye within the lids and socket. *-v.* *US slang* look or stare (at).

eyeball to eyeball *adv. colloq.* confronting closely.

eyebath *n.* small vessel for applying lotion etc. to the eye.

eyebright *n.* plant used as a remedy for weak eyes.

eyebrow *n.* line of hair on the ridge above the eye-socket. □ **raise one's eyebrows** show surprise, disbelief, or disapproval.

eye-catching *adj. colloq.* striking.

eyeful *n.* (pl. *-s*) *colloq.* 1 (esp. in phr. **get an eyeful** (of)) good look; as much as the eye can take in. 2 visually striking person or thing. 3 thing thrown or blown into the eye.

eyeglass *n.* lens to assist defective sight.

eyehole *n.* hole to look through.

eyelash *n.* each of the hairs growing on the edges of the eyelids.

eyelet /'aɪlət/ *n.* 1 small hole for string or rope etc. to pass through. 2 metal ring strengthening this. [French *oillet* from Latin *oculus*]

eyelid *n.* either of the folds of skin closing to cover the eye.

eye-liner *n.* cosmetic applied as a line round the eye.

eye-opener *n. colloq.* enlightening experience; unexpected revelation.

eyepiece *n.* lens or lenses to which the eye is applied at the end of an optical instrument.

eye-shade *n.* device to protect the eyes, esp. from strong light.

eye-shadow *n.* coloured cosmetic applied to the eyelids.

eyesight *n.* faculty or power of seeing.

eyesore *n.* ugly thing.

eye strain *n.* fatigue of the eye muscles.

eye-tooth *n.* canine tooth in the upper jaw just under the eye.

eyewash *n.* 1 lotion for the eyes. 2 *slang* nonsense; insincere talk.

eyewitness *n.* person who saw a thing happen and can tell of it.

eyrie /'aɪri/ *n.* 1 nest of a bird of prey, esp. an eagle, built high up. 2 house etc. perched high up. [French *aire* lair, from Latin *agrum* piece of ground]

Pronunciation

Part of speech

Entry word

Meaning

Etymology

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Pronunciation Key

Consonants

p	pen	/pen/	s	so	/səʊ/
b	bad	/bæd/	z	zoo	/zu:/
t	tea	/ti:/	ʃ	shoe	/ʃu:/
d	did	/dɪd/	ʒ	vision	/ˈvɪʒn/
k	cat	/kæt/	h	hat	/hæt/
g	got	/ɡɒt/	m	man	/mæn/
tʃ	chain	/tʃeɪn/	n	no	/nəʊ/
dʒ	jam	/dʒæm/	ŋ	sing	/sɪŋ/
f	fall	/fɔ:l/	l	leg	/leg/
v	van	/væn/	r	red	/red/
θ	thin	/θɪn/	j	yes	/jes/
ð	this	/ðɪs/	w	wet	/wet/

Vowels and diphthongs

i:	see	/si:/	ʌ	cup	/kʌp/
ɪ	happy	/ˈhæpi/	ɜ:	bird	/bɜ:d/
ɪ	sit	/sɪt/	ə	about	/əˈbaʊt/
e	ten	/ten/	eɪ	say	/seɪ/
æ	cat	/kæt/	əʊ	go	/ɡəʊ/
ɑ:	father	/ˈfɑ:ðə(r)/	aɪ	five	/faɪv/
ɒ	got	/ɡɒt/	aʊ	now	/naʊ/
ɔ:	saw	/sɔ:/	ɔɪ	boy	/bɔɪ/
ʊ	put	/pʊt/	ɪə	near	/nɪə(r)/
u	actual	/ˈæktʃuəl/	eə	hair	/heə(r)/
u:	too	/tu:/	ʊə	pure	/pjʊə(r)/

Activity:

Find out the meaning and pronunciation of the following words from the dictionary:

- | | | | |
|------|-------------|-------|--------------|
| i) | eradicate | ii) | detest |
| iii) | ambition | iv) | controversy |
| v) | application | vi) | tragedy |
| vii) | adequate | viii) | nevertheless |
| ix) | inevitable | x) | alleviate |

Following points will help you to use a dictionary.

- Locate guide words (a word printed at the top of the page)
- Locate entry word (a head word)
- Choose appropriate word definition.
- Identify pronunciation with the pronunciation key.
- Identify syllable (unit of pronunciation forming the whole or part of a word) division and stress pattern.
- Identify parts of speech.
- Identify correct spelling.
- Locate phrases and idioms.
- Identify word etymology. (The study of the origin of words)

Multiple Word Meaning: Some words have more than one meaning. When you look up a word in the dictionary, you will probably have to decide which meaning best fits in the sentences you are reading. In other words you must consider the contextual meaning.

Vocabulary:

Activity:

Translate into Urdu the last paragraph of the unit.

Writing Skills:

Activity:

Write an essay on 'My College Library'. (200-250 words)

Research Project

Activity:

Collect the data on the following question from twenty classmates. Analyze the data on the basis of average result.

How often do you use the library?

Frequently	Sometimes	Never

Type of Sentences

- i) Simple sentences
- ii) Compound sentences
- iii) Complex sentences

i) Simple sentences

Example:

- (a) She ran through the streets.

↓ ↓
Subject predicate

- (b) Swimming is my favourite hobby.

↓ ↓
Subject predicate

ii) Compound sentences

Examples:

- (a) The student studies every night, but his grades do not show his hard work.
- (b) Aslam plays football and also gives time to his studies.

iii) Complex sentences

Example:

- (a) Although she studied all weekend, she still failed the test.

↓ ↓
Dependent clause Independent clause

- (b) He achieved good marks in the test because he worked very hard.

↓ ↓
Independent clause Dependent clause

Activity:

Identify simple, compound and complex sentences and write in your notebooks.

- i) The young seagull was alone on his ledge.
- ii) His two brothers and his sister had already flown away the day before.
- iii) He had been afraid to fly with them.
- iv) But for the life of him, he could not move.
- v) The great expanse of sea stretched down beneath, and it was such a long way down, miles down.
- vi) The train was late.
- vii) He got up late but reached his office on time.
- viii) Kabeer and Feroze left by bus before I arrived, so I did not see them at the bus station.
- ix) While he waited at the station, Umair realized that the train was late.
- x) I take exercise daily.

Activity:

Re-read the unit and discuss different types of sentences.

Oral Communication Skills:

Group-discussion

Divide the class into two groups and arrange a group- discussion on 'the books are now obsolete and all information can be found on the internet. Ask students to give reasons in favour or against the topic.