

# Using the Library

**“A world of Books for Book lovers”**

## **Definitions:**

### **According to Oxford’s dictionary:**

A library is a building or room containing collections of books, periodicals, and sometimes films and recorded music for use or borrowing by the public or the members of an institution.

### **According to Merriam Webster’s dictionary:**

A library is a place in which literary, musical, artistic, or reference materials (such as books, manuscripts, recordings, or films) are kept for use but not for sale.

## **Library Collection Includes:**

- Books
- Periodicals
- Newspapers
- Manuscripts
- Films
- Maps
- Documents
- Compact disc (CD)
- Cassettes
- Videotapes
- DVD’s
- Blu-ray discs
- e- Books
- Audio books

## **Major Sections:**

- General Reference Section
- Periodical Section
- General Collection/ Circulation Section
- Special Collection
- Children’s Section
- Multimedia and Internet Section

## **Types of Library:**

There are four major types of libraries:

1. **Academic libraries** serve colleges and universities.
2. **Public libraries** serve cities and towns of all types.
3. **School libraries** serve students from Kindergarten to grade 12.
4. **Special libraries** are in specialized environments, such as hospitals, corporations, museums, the military, private business, and the government.

## **“A Library is a place vibrating with ideas.”**

### **How to make an effective use of Library:**

When you walk into a library, there are many resources at your fingertips. You just need to know what to use, how to use it, and when to ask for help.

**Orient yourself:** Most libraries are arranged in a similar pattern, so this section will help you learn more about your local library as well.

### **New Books section:**

When you walk into a library, one of the first displays you might see is the New Books section. This is where the latest books are on display so that visitors can find them easily. Here, you might find the latest nonfiction books to support your research topic.

### **Special display cases and tables:**

Sometimes there will be special displays during holiday seasons or when an author comes out with a new book in a series.

### **Adult fiction:**

A large section, the adult fiction section is a place where you can find books arranged by the author's last name.

### **Non-fiction and reference books:**

If you are looking for the reference section, you will want to seek out nonfiction. This area is going to be arranged by the Dewey Decimal system.

### **Card catalogs:**

You might also notice there are card catalogs or computers that will allow you to find the books you need. These catalogs might allow you to search by title, author, or subject, depending on your question.

### **New Computer Systems:**

You may not have used the card catalog system before, so the computer systems are more familiar to use. Set up to be accessible for anyone, these computers offer a wealth of information.

### **Ask the Librarian:**

At times, you may not know where to begin with a research topic. Though you might have basic research skills, if you are not sure where to go or what questions to ask, it can help to bring in a third party who is not attached to your research: the librarian

### **What is the importance of a library?**

A **library** plays a very **important** role in promoting the progress of knowledge. There are many people who love reading. But they can't afford to buy books because the prices of books are very high. So when one becomes a member of a **library**, he can borrow valuable books.

**“A Library is a hospital for the mind.”**

### **Some Advantages of Library over Internet:**

While the Web has a great amount of information freely available, it does not have all the information needed for in-depth research. There is a great amount of information available through the library that you will not find freely available online.

The library collection is developed and maintained by professional librarians who hold Masters Degrees in librarianship. Because librarians take greater care in the items purchased for the library, the library collection tends to be more reliable and of higher quality than those information resources found freely available online

Libraries are perfect spaces for study, since they allow you to have all the necessary material on hand. In addition, they usually open 24 hours in the test period, so you can study even at night.

### **Benefits of Library:**

1: The books are available on every topic for example

- Philosophy
- Religion
- History
- Auxiliary Sciences
- History
- Geography, Anthropology
- Social Sciences
- Political Science
- Law
- Education

- Music
- Fine Arts
- Language and Literature
- Science (general)
- Medicine
- Agriculture- plants and animal industry
- Technology
- Military Science
- Naval Science
- Bibliography and library Science
- Fiction
- Nonfiction
- Magazines
- News paper
- Academic
- Etc

2: Read more books at low price.

3: Increased knowledge.

4: Availability of Manuscripts (original handwritten books or documents)

5: Original handmade or printed maps of almost every country are available.

