

Unit 5

Semester: Two

Period V



Grammar: Library Skills

Learning Objectives

Upon completion of this topic, learners will be able to :

- Use the card catalog or on-line catalog to find information in the library.
- Provide correct answers to comprehension and critical thinking questions from given text
- Apply the various reading methods to get meaning from passages

5.1 INTRODUCTION

A library is a collection of well documented books, journals, news-papers and other forms of information that is printed and none printed.

A learner is required to be self reliant. His/her desire for knowledge cannot be satisfied by his/her teachers alone, the teachers cannot have all the answers to the questions you have, therefore the learner has to do a lot of searching, the searching will take the form of debating with people, observing what exists in the world and finding what others have done or written.

You therefore need to learn

Structure of the Unit

5.1	Introduction
5.2	Library Skills
	Using Card Catalog
	Information in the Catalog
	Materials in the Library
5.3	Reading Comprehension
	Answering Reading comprehension
	Direct Questions
	Critical Thinking Questions
	Active Reading
	Activity before Reading
	Activity when Reading
	Activity after Reading
	○ Scanning
	○ Skimming

how to use the library.

Librarians are specifically trained to research, locate, evaluate, and present information. Because these skills are not technology dependent, they are enduring. In fact, greater access to a larger volume of information in a more technology-dependent environment can only increase the importance of quality researching.

4.2 LIBRARY SKILLS

Library skills, also known as information and digital literacy that are basic for learners at all levels. There are three core skills to develop effectively:

- finding,
- evaluating, and
- referencing information.

Why is information and digital literacy useful?

There are two main reasons:

- Being digitally literate helps you to better engage with information. You will be able to discover information more effectively, critically evaluate the information you have found, and reference this information accurately.
- It's easier than ever to access information from sources which are unsound or unaccountable. Understanding this information environment can help you become a better informed and more confident citizen in wider life.

Most of the learners have not had an opportunity to use well organized libraries. This is because at both primary and secondary levels in libraries hardly exist and where they exist they are poorly organized with a small collection of materials.

Therefore learner joining universities need to be taught information handling skills which will help them not only to maximize the use of their respective libraries but also to enable them to make use of any other library other than university library.

Currently more emphasis is put on learner oriented learning where the lecturer's role is to provide skeleton notes and the students required to fill notes through information acquired in the library.

For a book contains basically the same, date found in the author card except that the title appears the first line.

Subject Card

It is useful when one is doing research on the topic and does not have a particular title or author in mind.

OPAC- Online Public Access Catalog

An online public access catalog (often abbreviated as OPAC or simply library catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available at a library.

Information in the Catalog

It is important to know what information is needed in a cataloging record, and where the various types of information go in the arrangement of a cataloging record, but as librarians, our intent is to catalog items as infrequently as possible.

Cataloging is a very time intensive job, and since most librarians have several jobs to do in the course of a day, being able to cut down the time needed for one job can make a difference in the level of service for the library as a whole.

For this reason, most libraries choose to purchase or obtain their cataloging from other sources. Whether a library is entering their cataloging into a computer database or filing cards into a card catalog, cataloging can be purchased or found from other sources for most of the items added to a library's collection.

Specific information such as the call number may be accepted as listed in the provided cataloging, or may be changed by editing the cataloging information after the purchase arrives at the library.

The library catalog holds records of all materials provided by the Library and will provide information pertaining to the location, status, and description of the material. Advanced Searches for library materials can be performed in a number of ways:

- Keyword

- Advanced Keyword
- Title
- Author
- Subject
- Call Number
- ISBN/ISSN

Materials in the Library

The library materials are records of human knowledge on paper or any other form for easy physical handling, storing, use and preservation over the years. The information contained in the documents, represents the thought content and knowledge.

Documents are available in various forms, namely, the print and the non-print form. In order to develop a library's collection, we must know about these reading materials, their types, form, use and characteristics.

The collection is maintained by the library for use. In the more traditional sense, a library is a collection of books. The role and functions of a library are as follows:

- Provide free knowledge and access to literature to the user community;
- Increase academic wealth by building library collection;
- Search and research for information that users want to know;
- Find books for purpose of reference work; and
- Manage and access to electronic information resources.

In view of above, the primary goal and job of a library is to aid all users in their quest for knowledge. An excellent collection of documents is a prerequisite to all library services rendered by a library. These are available in a variety of forms which includes both, the print and the non-print material.

Print Material

Historically, libraries have been dependent on printed material to build collection. In a library we find a variety of printed material in various forms, which are:

- Books
- Periodicals
- Newspapers
- Reference books
- Dissertations and theses
- Standards
- Patents
- Maps
- Reports etc.

Let us now study in detail about books, periodicals, newspapers and reference books. The rest of the material will be covered in the section on other library materials.



Practice Set 1

Fill in the Blanks

1. An excellent collection of documents in libraries is a.....for....by the library
2. The information contained in the documents represent.....

Books

You all must have seen and read books. 'Book' is a big word. It has a lot of power, as it is intimately bound up with our intellectual and imaginative histories. Books are identity of the library and librarians.

Books constitute a major portion of any library collection. Size of any library is usually determined by the number of books the library has in its stock. Books usually supplement educational courses etc. It is essential to learn the important features of a book.

A book is defined as a written or printed literary work, which is separately published and has an independent physical existence, with pages fastened along one side and encased between protective covers. In many libraries, books are referred to as monographs.

Oxford dictionary defines a book as *'a written or printed work consisting of pages glued or sewn together along one side and bound in covers'*.

UNESCO defines a book as *'a bound non-periodical publication having 49 or more pages, exclusive of cover pages, published in a country and made available to the public.'*

In other words, a book is a document that normally deals with one particular subject having a continuous thought content. Most books have a protective cover. Books are reasonably inexpensive and convenient to store, transport and find knowledge and information. The book are thus considered as one of the greatest inventions.

People have used books in the same form for over 5,000 years. Although most books in libraries are usually bound with hard covers, paperbacks are also becoming popular now.

A book can be simple or composite, single volumed or multiple-volumed, a general book, a text-book or a reference book. Besides this, books are further classified as or non-fictional books.

a) Simple Book: If the subject is continuous and written by one or more authors, the book is a simple book.

Example: Classroom Behavior by B. Rogers

Treasure Island by Robert Louis Stevenson

b) Composite Book: It is a book with contributions by more than one author and the subject may or may not be dealt continuously. In a composite book, each contribution has a distinct title and is independent.

c) Single-volumed Book: A book in one volume or single volume is known as a single-volumed book.

d) Multi-volumed Book: A book in more than one volume is called a multi-volumed book. Besides this, there is continuous pagination in different volumes of the set.

e) General Book: general book is one which is read for information in a general way. It is not related to any specific subject. General books can be fiction or non-fiction books.

f) Text Book: A book supporting any teaching programme or belonging to some course curricula is referred to as a text book.

g) Reference Book

It is a book meant only for consulting or referring to for some specific piece of information. Reference books help library users to find answers to are not questions. They are not issued and taken home. All these books have the letter “R” in their call number. These books are found in the special reference section or near the reference desk. In other words these books are kept in the library only for reference.

Books such as dictionaries, encyclopedias, gazetteers, yearbooks, directories, indexes, concordances, atlases, etc. are compiled to provide definite pieces of information of varying extent. These are intended to be referred to rather than read through page by page.

Examples: World Book Encyclopedia , Websters’s Dictionary of English Usage, The Statesman’s Year-book, The World Book Atlas


**Activity
1**
Lets do an activity

1. From the Reference Section of your library, take out two dictionaries. Find out word meanings of any 10 words. State True / False
 1. Reference book is used for consultation only .
 2. Gazetteers’ are not the reference books .
 3. A multi-volume book has continuous pagination in different volumes of the set.

Periodicals

A periodical is a publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear. It contains articles, editorials, features, columns, stories or other writings, by several contributors. The periodicals are important sources for current information on any subject.

UNESCO has defined a periodical as ‘a publication that constitutes one issue in a continuous series under the same title, published at a regular or irregular intervals, over an indefinite period, individual issues in the series being numbered

consecutively or each issue being dated.’

The important aspect about the subject material of periodicals is that the latest or current information is provided to the readers through them. The latest issues of the periodicals are displayed prominently to the readers and are replaced by the subsequent new issues received by the library.

Periodicals are also referred to as serials or journals. Besides these, magazines are the most typical type of periodicals. Magazines are also like journals with each issue starting at page one but they are not academic or professional publications.

Activity 2



Lets do an activity

- From the Periodical Section of your library, take out five journals, Write their name and note their periodicity.

Newspapers

A newspaper is a scheduled publication containing news of current events, informative articles, diverse features, editorials, and advertising. It usually is printed on relatively inexpensive, low-grade paper known as the newsprint. It is a publication issued periodically, usually daily or weekly containing most recent news.

Newspapers, thus, provide an excellent means of keeping well informed on current events. They also play a vital role in shaping of the public opinion.

Newspapers usually meet the following four criteria:

- **Publicity:** Its contents are reasonably accessible to the public.
- **Periodicity:** It is published at regular intervals.
- **Currency:** Its information is up to date.
- **Universality:** It covers a range of topics.

Newspapers are available in various categories as mentioned below:

- a) Daily newspaper – issued everyday. Example: The Times of India, The Hindustan Times,
- b) Weekly – published once a week. Example: Union Times Today, Sadbhavana Times
- c) National – a newspaper that has national focus and circulates throughout the country. Example: The New York Times
- d) International – a newspaper having international editions. Example: The International Herald Tribune
- e) Online – most printed newspapers these days have online editions too. Example: Times of India, The Hindu Some newspapers have only the web-based editions. Example: Times of India e-paper (in English)

NON-PRINT MATERIAL

Non-print material are defined as any material pertaining to, or consisting of other than the printed matter. These are rapidly becoming important information and learning resource materials for the modern libraries.

Nonprint materials differ from printed materials in several ways. One of the main differences is that a machine must serve as a mediator between the information and the user of non print material.

Also, great variety of formats and machines there exist a which may confuse the users. Non-print materials are important as well as popular sources of information around the world due to their unmatched merits. These are:

- Economy of space
- Portability and easy transportation
- Monotonous topics made interesting and easy to understand
- Condensation of text helps in quick transmission, there by saving time in learning
- Quick and easy to grasp and remember

In order to use the non-print materials, the following equipment is required in the libraries:

- a) Computer systems and related equipment and furniture
- b) Projectors – film projectors, overhead projectors, slide projectors

- c) Audio and video equipment – CD players, Digital recorders, Digital video recorders, Tape recorders, headphones, speakers, etc.
- d) Cameras and related equipment
- e) Miscellaneous equipment – Screens, cords, adaptors, microphones and microphone stands, etc. The non-print materials are available in two categories, namely, the audiovisual materials and the electronic materials

AUDIO-VISUAL MATERIALS

Audio-visual material is a generic term to describe information content held in storage and transmission media and formats that use images and sounds rather than or sometimes in addition to textual matter.

These materials, also called instructional media materials, are educational aids that work primarily through the senses, especially hearing and seeing.

Let us now learn some details about each type of audio-visual materials.

- a) **Audiocassettes:** The audio cassette, also called a compact cassette is a magnetic tape sound recording format. Its uses range from portable audio to home recording to data storage for early microcomputers. Between 1970s and late 1990s, the cassette was one of the most common formats for prerecorded music and other audio. It was then replaced by the compact discs.
- b) **Videotapes:** A videotape is a recording of images and sound on magnetic tape. These are flat platters on which materials have been recorded for viewing on a television set. Videotapes are also used for storing scientific or medical data. Videocassette recorders (VCRs) were used to record and play the video clips on a television set. This technology is presently obsolete and is replaced by DVDs and Blu-ray discs.
- c) **Motion picture films:** A film, also called a movie or motion picture film, is a series of still or moving images. It is produced by recording photographic images with cameras, or by creating images using animation techniques or visual effects.

Film is considered to be an important art form, a source of popular entertainment and a powerful method for educating people. The visual effects give films a power of communication in the most effective manner. This makes films a popular material in libraries.

- d) **Slides:** A slide is a specially mounted individual transparency, intended for projection onto a screen, using a slide projector. This allows the photograph to be viewed by a large audience at once. However, with introduction of modern technologies, this technique is becoming obsolete. This is due to the reason that presently, everyone prefers to use power point presentations as they are more effective and flexible to use.
- e) **Microforms:** Microforms, either films or paper, contain micro reproduction of documents for transmission, storage, reading and printing. Microform images are commonly reduced to about one twenty-fifth of the original document size. Three common formats are microfilm (reels), microcards and microfiche (flat sheets). Microforms can be read only with the help of a microform reader. Microforms were very useful for archival purposes.
- However, with advancements in computer technology, especially digitization of materials, the process of producing and using microforms has undergone tremendous changes. Presently, documents are scanned and stored electronically.
- f) **CD-ROMs:** A CD-ROM (an acronym of Compact Disc Read-only Memory) is a pre-pressed compact disc that contains data accessible to a computer for data storage, music playback and videos. Discs are made from a 1.2 mm thick disc of polycarbonate plastic, with a thin layer of aluminum to make a reflective surface. Earlier CD were read only but presently, it is possible to write (i.e., store data) on the CDs. The storage capacity of a CDROM is huge as it can easily store an entire multi-volumed encyclopaedia with images, plus audio and video clips. The CDs can be used to play both audio and video clips on a computer system or a CD player.
- g) **DVDs:** DVD stands for Digital Versatile/Video Disc. DVD is an optical disc storage format which has higher storage capacity than Compact Disc while having the same dimensions. DVD have been adopted by movie and home entertainment distributors and have replaced Video cassettes and CDs. Presently, HD DVD and Blu-ray Disc are successors to the DVD. A dual layer HD DVD can store up to 30 GB and a dual layer Bluray disc can hold up to 50 GB data. The DVDs can be used to play audio and video on a computer system or a DVD player.
- h) **Photographs and Drawings:** These include illustrations from books, periodicals, newspapers and at times pictures produced by commercial companies. The photographs can be scanned with the help of scanners and used at suitable places with various texts. The drawings, on the other hand, can be drawn on computer with the

help of a DTP package and used suitably.

Activity 3



Lets do an activity

1. Locate each type of library materials covered in this lesson and examine each one in detail.



Practice Set 2

Fill in the blank

1. Non-print materials, require for mediating between user and the print material.
2. DVD is a type of _____storage format.
3. Microforms can be read only with the help of a _____, they are useful for archival purposes.

ELECTRONIC MATERIALS/RESOURCES

Computers and related electronic resources have come to play a central role in modern libraries. Electronic resources are the prime ingredients here. Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users.

Electronic resource can be defined as, any library material that is made available electronically. These are thus, those library resources which include documents in electronic or e-format that can be accessed locally or via the Internet. Many reference books are also available in electronic format.

Users are provided access to various e-resources which are e-books, e-journals, edatabases, e-magazines, e-images, e-audio, digital library projects, electronic exhibitions, e-newsletters, e-conference proceedings, etc. Many of the electronic resources are available free to anyone over the Internet but some are commercial resources, which are available against payment.

Information and communication technology (ICT) is one of the important aspects of today's world. It has changed the society into

information society and is now the way of life. This change is also reflected in the modern libraries.

Let us now know more about some of the electronic resources mentioned above.

- a) **Electronic Books (e-books):** An electronic book, also referred to as e-book, digital book or even e-edition, is a book-length publication in digital form. It consists of text, images, or both and produced, published, and readable on computers or other electronic devices. Sometimes, the equivalent of a conventional printed book is also available as ebook. E-books are usually read on dedicated e-book readers.

Personal computers, laptops and some mobile phones can also be used to read ebooks.

Some benefits of e-books over printed books are:

- Immediate accessibility – no waiting for delivery
- Searchable
- Can be bookmarked
- Easily portable than heavy printed books and occupies less space.

We can store a whole library of e-books on our desktop, laptop or a handheld device while moving about or travelling.

Examples:

- Treasure Island by Robert Louis Stevenson, a free e-book can be downloaded from <http://www.feedbooks.com>
- Oxford Advanced Learner's Dictionary, e-book edition is the popular e-book edition of the Oxford Dictionary available at <http://www.mobipocket.com>
- <http://www.amazon.com/>
- <http://www.literature.org/>

- b) **Electronic Journals (e-journals):** Electronic journals, also known as ejournals, e-journals or electronic serials, are scholarly journals that can be accessed via electronic transmission. This means that these are usually published on the web. They are specialized form of electronic documents with the purpose of providing material for academic research and study.

The e-journals are formatted just like journal articles in traditional printed journals. Some electronic journals are online-only journals, some are online versions of printed journals and some consist of

the online equivalent of a printed journal.

Most commercial e-journals are subscription based or allow payper-view access. An increasing number of journals are now available online, as open access journals, requiring no subscription and offering free full-text articles.

Examples:

- Music Educators Journal , bimonthly access via JSTOR
- Annals of Library and Information Studies, quarterly Access via NISCAIR
- website <http://www.niscair.res.in>
- Elsevier Science – <http://www.elsevier.com/> and <http://sciencedirect.com/>
- Springer Science Online (Electronic books and journals - <http://springer.de/>)
- Blackwell Scientific Journals – <http://blacksci.co.uk/>

c) **E-Databases:** An e-database is an organized collection or information, of a particular subject or multi-disciplinary subject areas. The information of an e-database can be searched and retrieved electronically.

E-database can be bibliographic or full text. Its contents include journal articles, newspaper articles, book reviews and conferences proceedings, etc. It is usually updated on a daily, weekly, monthly or quarterly basis.

Examples

- PubMed – <http://www.ncbi.nlm.gov/PubMed/>
- UNESCO Social Science Database – <http://www.unesco.org/most/dare.htm>
- Educational resources - <http://www.eric.ed.gov/>
- OCLC FirstSearch (Humanities) - <http://www.oclc.org/firstsearch/>
- Social Science Research Network - <http://www.ssrn.com/>
- INIS Database - http://www.iaea.org/inis/database/inis_database.htm
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**Activity
4**

Lets do an activity

1. Visit any computerized library and find out the available electronic materials. Pick out any two such materials and see their features


Practice Set 3
Select the correct answer

1. The major benefit of e-books over printed books is
 - (a) Can be book marked
 - (b) Easy accessibility
 - (c) Searchable
2. The information of an e-database can be Searched
 - a) Journal articles
 - b) Newspaper articles
 - c) Electronically.,

READING COMPREHENSION

Reading comprehension means understanding and remembering the ideas you find as you read. As you know, reading begins by learning the shapes of letters and the sounds they represent. When letters are written in groups, they become words. Words are just groups of symbols that stand for the names of things, actions, and ideas that you see, hear, smell, touch or taste every day.

People choose to write messages because they want

- To share their ideas with a lot of people (receivers).
- To reach a number of people who are in different locations.
- To make sure their messages last a long time.
- To give the receiver a chance to really understand their message by reading it more than once.
- To create a record of their ideas.

Two Methods of Communication

When you “speak” messages about the ideas in your head, the person receiving your message must listen to the words in order to understand what you want to communicate. At other times, you write the words that stand for the ideas in your mind, and the receiver of your message must read your ideas in order to understand them. Writing (sending messages) and reading (receiving messages) are partners in a process called communication. (Speaking and listening are another part of this same process.) Successful communication takes place only when the receiver comprehends the exact ideas that the sender intended to send.

Before you even open the book or look at the article ask yourself these questions:

- How important is the material I am about to read?
 - What do I need or want to remember after reading?
 - Do I need just the main points, or do I need some key ideas too?
 - Does anyone expect me to report on what I’ve read?
 - Do I need specific details for a major test or project?
 - Do I need just some general ideas for a brief quiz or meeting?
6. Relax your book. You may know about relaxing yourself, but did you know you can relax a book? This helps keep the pages from flipping over by themselves and keep the pressure off your thumb as you try to hold a new book open as you read. Here’s how to relax a book.



Note—Reading comprehension is defined as the level of understanding of a text/message. This understanding comes from the interaction between the words that are written and how they trigger knowledge outside the text/message. Proficient reading depends on the ability to recognize words quickly and effortlessly. If word recognition is difficult, students use too much of their processing capacity to read individual words, which interferes with their ability to comprehend what is read. In this Unit we try to provide number of solved examples for the students to have proper understanding of the given passage.

Remember the following points for tackling reading comprehension:

- Read the passage carefully. Try to understand the main ideas—sometimes you may have to read a passage twice or thrice.
- Now read the questions. Locate their answers in the passage. Some keywords will prove helpful.
- Write down the answers in your own words. Don't reproduce the whole sentences of the original passage. Avoid making comments or expressing your opinion. Be factual.
- Your answers should be clear, brief and to the point.
- Use the same tense in answering questions in which they are asked.
- Sometimes the answer may be a word, phrase or a clause. Don't write full sentences in such cases.
- Do revise your answers to correct spelling/grammatical errors.

PASSAGE**PASSAGE 1.****A. Read the following passage carefully : (8 Marks)**

Some people moan about poverty as a great evil and it seems to be an accepted belief that if people had plenty of money, they would be happy, and get more out of life. As a rule there is more genuine satisfaction in life and more is obtained from life in the humble cottage of the poor man than in the palace of rich men, who are attended by servants and governesses at a later stage. At the same time I am glad to think they do not know what they have missed. It is because I know how sweet and happy and pure the home of honest poverty is, how free from perplexing care and social envies and jealousies, how loving and united the members are in the common interest of supporting the family that I sympathise with the rich man's boy and congratulate the poor man's son. It is for these reasons that from the ranks of the poor so many strong eminent self-reliant men have always sprung. If you read the list of the "Immortals who were not born to die" you will find that most of them have been poor.

B. On the basis of your reading of the above passage answer the following questions as briefly as possible in the spaces provided.

1. What is the accepted belief in the passage?
2. Where can one get more genuine satisfaction in life ?
3. Why does the author pity the rich man's boy?
4. Who is sympathised in the passage?
5. Find the word in the passage with similar meaning to 'confusing.'
6. Who are not born to die?
7. In the passage where does one get satisfaction?
8. What type of satisfaction does in the passage talk about?

Answers

1. The accepted belief in the passage is that if people had plenty of money, they would be happy, and get more out of life.
2. One can get more genuine satisfaction in life in the humble cottage of the poorman.
3. Because he does not know the happiness and purity of honest poverty.
4. In the passage the rich man's boy is sympathized.
5. perplexed
6. The immortals.
7. Humble cottage of a poor man.
8. Genuine satisfaction.



Practice Set 4

A. Read the following passage carefully :

PASSAGE 1.

A. Read the following passage carefully :

Science is a great blessing to mankind. It has relieved us of our "age long" ignorance, suffering and darkness. It serves us in all walks of life like a faithful servant. It has proved itself to be quite an obedient servant at home, In the field and in the factory.

Science has magic power. It has transformed our daily life. Science has made the luxurious items cheap and has brought them within the reach of everybody. Science produces goods at cheaper rates on large scale. Every form of entertainment has been brought to our door. A radio or a television set removes boredom from our lives. They have enlightened our lives and made our burdens light. Even a cobbler keeps a radio with him. He listens to the radio programmers while mending the shoes. Science has shown every care and concern for our health. It has cured us of many chronic and incurable diseases. It has cured epidemics like cholera, plague and small pox. Science has made traveling a pleasure. It has conquered time and distance. Man of today travels through deserts and forests with safety and speed. The aero planes have completed the work of years in months. Science has lightened the toil of the housewife by placing many devices at her disposal. Cooking, washing and cleaning are done in the twinkling of an eye.

B. On the basis of your reading of the above passage answer the following questions as briefly as possible.

1. How is science has great blessing to us?
2. Where science has proved its magic ?
3. List the three important advantages science has provided us.
4. How is the house wife benefited by science?
5. What has science cured us?
6. Which form of entertainment science has brought us ?
7. How science has made the travelling pleasure?
8. What are the epidemic diseases in the passage?

PASSAGE 2.

A. Read the following passage carefully : (8 Marks)

There was a time when the world was simpler, the animals and humans passed through each other's worlds and saw life through each other's eyes. I will recall my story as I saw it unfold from the hidden branches of an ancient oak tree that stood strong and mighty next to the rusty, wired fence. There was a fine house that sat on a large acre of land that bordered a forgotten stretch

of uninhabited property overgrown by vegetation. No homes were built here for this land was a grazing meadow that went on for miles with its tangled beauty and greenery. A worn and shabby fence served as the property line that separated the two. Much wild life abounded in the meadow for it was quiet and safe. The all-pervasive droning of insects, buzzing of bees, the wind wafting through the flowered branches, and chirping of the evening crickets surrounded the vast field. The house was home to a large family with many children who roamed freely. Perched in my tree, I would closely observe them play and explore the depths of their yard. But in the overgrown rear section of the garden, the fence was in much worse disrepair and a hole in the fence was hidden by tall thistles and rhododendron plants. This was the beginning, for this passage would be the portal and birth of the children's story and journey into a land never roamed by humans. The adventure began on a calm, cool, cloudy day when curiosity overcame the chores and concerns of three children. The siblings were out playing in the rear garden when all of a sudden Lily tripped on a dangling wire from the fence and yelled. Her eyes quickly fell upon the gap in the wall as it glared and taunted her to enter its premises. Suffused light seeped through the oval opening beckoning to her. Lily, being the bold eight year old she was, got up and made her way through the shrubbery that blocked her way. She darted through the hole entering.

B. On the basis of your reading of the above passage answer the following questions as briefly as possible in the spaces provided.

1. According to the passage how was the time earlier?
2. Where was the house?
3. Mention the types of sounds described in the above passage.
4. How is Lily in this passage?
5. Where Lily has been tripped?
6. When did the adventure began?
7. Name the two plants used in the passage.
8. With what beauty meadow went long for miles?

Review Exercise

A. Answer the questions

1. List different type of library materials required by a special library. Describe role of electronic materials.
2. Discuss the use of audio-visual materials in a library.
3. Explain the importance of periodicals as an electronic resource in a scientific **library**.
4. Give a brief account of the types of equipment required by the libraries for using the non-print materials.

B. Read the Following Passage and Answer the Questions that Follows:

PASSAGE- 1

A little boy Rahul who had a bad temper. His father gave him a bag of nails and told him that every time he lost his temper, he must hammer a nail into the back of the fence. The first day, the boy had driven 37 nails into the fence. Over the next few weeks, as he learned to control his anger, the number of nails hammered daily gradually dwindled down. He discovered it was easier to hold his temper than to drive those nails into the fence. Finally the day came when the boy didn't lose his temper at all. He told his father about it and the father suggested that the boy now pull out one nail for each day that he was able to hold his temper. The days passed and the boy was finally able to tell his father that all the nails were gone. The father took his son by the hand and led him to the fence. He said, "You have done well, my son, but look at the holes in the fence. The fence will never be the same. When you say things in anger, they leave a scar just like this one. You can put a knife in a man and draw it out. It won't matter how many times you say I'm sorry. The wound is still there."

On the basis of the passage answer the following questions:

1. What a little boy had?
2. What did his father gave him?
3. How many nails the boy driven the first day?
4. What did he learn ?

5. What did the father suggest him.
6. Where did the father take his son?
7. What did say?
8. Why it did not matter saying sorry?

PASSAGE- 2

A farmer, Gopi, lived in a village. He had few acres of land. One hot afternoon, the poor farmer was digging his field. All of a sudden, his spade hit something. Then he continued his digging. "It is a big metal pot," said Gopi. It was big enough to boil rice for more than hundred people. "It does not seem to be of any use to me. I will dig deeper. May be I will find something else," thought Gopi. He continued to dig. After he had dug for a long time, Gopi felt tired. "It is of no use. There is nothing in this field" he thought. Then at once, he threw the spade into the pot in frustration and sat under a tree to take rest for a while. After a while, when he got up to leave, he could not believe his eyes. There were one hundred spades in the pot. "This is a magical pot. I will put this mango inside the pot and see what happens," Gopi thought. Then Gopi put a mango into the pot. To his astonishment, he found one hundred mangoes in the pot. Gopi carried the pot to his home and kept in a secret place so that no one would become aware of it. After that, he put many things in that and everything became hundred folds. With that pot, he became a rich man. The King came to know of the pot and its whereabouts. The King was curious to know about it and he was a greedy King. "I want to find out the secret of the magical pot. If it is valuable, it should be in the King treasury," the King thought. Then at once, the King ordered his men to bring the farmer and his pot. When the magic pot was brought to the King's chamber, he did not know what to do. The King thought, "Let me see what is there inside this pot which makes this pot so magical?" He peered inside. Inadvertently, he slipped and fell inside the pot. When he climbed out of the magic pot, he was shocked to find that there were one hundred Kings. All the kings then started to climb the throne. They fought among themselves and died. The magic pot lay in the King's treasury. "The foolish King took away the magic pot from me out of curiosity and eventually he died. This magic pot has killed the King himself," said the farmer and he to be safe left the magic pot at the treasury of the King itself.

On the basis of the passage answer the following questions:

1. How much land Gopi had?
2. What was he doing one day on hot afternoon?
3. What did happen all of a sudden?
4. What his eyes could not believe?
5. What pot the farmer got?
6. Why did the King come ?

PASSAGE- 3

Maniappa was a farmer. He worked from dawn to dusk in his field. Amidst the crops in the field, a sparrow had built a nest. She roosted in the nest. She got two children. The little sparrows lived with their mother happily. Days passed by. And the harvesting season fast approached. The corns were ripe. And everywhere people started their harvests. The little sparrows said to their mother, "Mummy! We will have to fly away". The mother sparrow replied, "Not so soon babies! The farmer is not ready. One day, they heard the farmer saying "I must call my neighbours and make them do the harvest." The little sparrows said, "Mummy, tonight we shall fly away." The mother said, "Not so soon babies. The farmer won't make it." The words of the mother came true. The neighbours did not turn up the next day. The farmer was heard saying, "I will call my relatives and make them do the harvest". This time also the little ones wanted to flyaway. But the mother asked them to relax. Once again, the words of the mother came true. Now, they heard the farmer saying "Tomorrow I will do the harvest myself. On hearing these words, the mother said, "Come my children. It is time for us to leave this field".

On the basis of the passage answer the following questions:

1. Who was the farmer? How long did he worked?
2. Where did sparrow build a nest?
3. How many children did Sparrow get?
4. What did the little sparrows say to their mother?
5. Who heard the conversation of the sparrows?
6. What did the sparrows heard the farmer saying?
7. What did the sparrow's mother said in the end?