

Using the Library

Objective: by the end of this lesson, learners will be able to recognize the faculty library’s different facilities and their functions.

A library is (derived from the Latin word *liber* meaning books) is a collection of resources in a variety of formats (written, printed, graphic, visual, audio, software...). These materials are organized by information professionals or other experts who provide convenient physical, digital or bibliographic access to the materials.

Types of Libraries

- 1- **Private libraries:** they are established, by individuals for their private use. They can be in particular area of interest of their owners or they can be of a general interest. They are more restricted than any other types of library.
- 2- **Academic libraries:** they are libraries in institutions of higher learning established for research, teaching and study purposes of different Students, teachers, researchers and scholars, administrative, professional and other staff of the institution.
- 3- **School libraries:** these are libraries in schools of different types. These are like academic libraries, but without any emphasis on research. Their book collections are mostly on the subjects taught in their respective schools.
- 4- **Public libraries:** These are libraries that are established with the main aim of serving the general public—adults, children, handicapped, literate and non-literate, etc, for this reason, the public libraries; collections cover all areas of knowledge.
- 5- **National libraries:** This is a statutory government establishment, responsible for collection and preserving the printed output of a country. National Library builds its collection from books and other materials submitted by publishers in the process of registering their copyright.

Purposes of the library

Task 1: (group work) discuss with your classmates the different needs of the visitors of the library and how the library can serve these needs?

.....
.....
.....
.....

Task 2: the Faculty Library Visit

You are going on a field visit with your teacher and classmates to your faculty’s Library. Write a report about your visit. Mention the following information.

The layout and the facilities of the library

- Study areas
- Catalogues
- Sources
- Web-based sources

Membership activation and renewal

What I need to know as a borrower/ attender

- Number of books.
- Loan period.
- Renewing the loans
- Fines
- Regulations and code of conduct

Support from the staff