

# Organisation of a library

## Library Skills

Statement Code no: 53

Student:

Class:

At Junior Certificate level the student can:

Understand, identify and locate materials in the library

Date Commenced: / /

Date Awarded: / /

**Learning Targets** - This has been demonstrated by your ability to:

- |    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 1  | Explain what a fiction book is   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | Explain what an information book is  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | Find a fiction book  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | Find an information book   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | Find a book in alphabetical order by the author's last name                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | Find an information book on things I am interested in                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | Choose a fiction book and explain why I choose it                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | Find the newspaper, magazine, Internet computer sections                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | Find the reference section, i.e. where dictionaries, encyclopaedias are kept | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Find the section where non-book materials are kept                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Work begun    | Work in progress    | Work completed

# Library Use

## Library Skills

Statement Code no: 54

Student:

Class:

At Junior Certificate level the student can:

Be a regular library user, with the skills to access a wide range of resources

Date Commenced: / /

Date Awarded: / /

### Learning Targets - This has been demonstrated by your ability to:

- |    |  |  |
|----|--|--|
| 1  | Can name an author   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 2  | Can name a title   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 3  | Explain why information books have numbers                                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 4  | Can find another book by a particular author                                   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 5  | Can find another book in a series  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 6  | Can locate a book by using author or title or subject in the library catalogue | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 7  | Can locate a book on the shelf as a result of looking up the library catalogue | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 8  | Know how to become a member of the library                                     | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 9  | Can borrow a book and return it according to the rules of the library          | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| 10 | Can look after books in my care  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

Work begun    | Work in progress    | Work completed