



# Search for and Locating Information: Books



**Grade Level:**

**12**

**Subject:**

**Participation in Government – *What's the Supreme Court Got to Do With Me?***

**Overview & Purpose**

After students have the tools to develop a search strategy they will need to locate materials in a library and information within those materials

**Jefferson Community College Competencies**

5. Student is able to locate and use the OPAC and electronic resources
6. Student is able to locate and use the parts of a book
7. Student understands arrangement and classification systems

<b>Objectives</b>	Students will review how to search the OPAC and find books in a library.	<p><b>Materials Needed</b></p> <ul style="list-style-type: none"> <li>• Computer with internet access and display capability</li> <li>• Computer access for students</li> </ul>
<b>Information</b>	<p>Using the school OPAC, the librarian will review with students the means to locate book materials in the library and through Interlibrary Loan. Topics should include:</p> <ul style="list-style-type: none"> <li>❖ Searching by author, title, subject, and keyword</li> <li>❖ Performing an advanced search combining terms</li> <li>❖ Locating the call number of the book in the record and on the book on the shelf</li> <li>❖ Classification Systems               <ul style="list-style-type: none"> <li>○ Dewey Decimal</li> <li>○ Library of Congress</li> </ul> </li> <li>❖ Searching IcePAC and Cider</li> <li>❖ Placing an Interlibrary Loan</li> </ul> <p>Students need to be aware that they will usually not read everything in a book. With that in mind, it is necessary to have skills to pinpoint information within a book. The librarian will review how to use the Table of Contents and indices of books.</p>	
<b>Verification</b>	<ul style="list-style-type: none"> <li>❖ In groups students will complete a scavenger hunt finding and retrieving books using OPAC and IcePAC. Give each group a number. Teacher and librarian will check results for accuracy.</li> <li>❖ Librarian will select books for which questions about the index and table of contents have been formulated. These questions should address cross-referencing and finding related terms i.e. climate or weather. Students will find the information using the index in the book.</li> </ul>	<p><b>Other Resources</b></p> <p>Finding a Book in another Library Bibliography Sheet Classification Comparison Scavenger Hunt</p>
<b>Activity</b>	Students will complete a bibliography sheet that includes at least 5 books on the Supreme Court and their chosen case using the library's OPAC and IcePAC. Students will successfully place at least 1 Interlibrary Loan request.	
<b>Assessment</b>	<ul style="list-style-type: none"> <li>❖ Graded index sheets</li> <li>❖ Correctly formatted bibliography sheet</li> <li>❖ Interlibrary loan placed is relevant to topic</li> </ul>	<b>Additional Notes</b>