1. Find a Book by Title

Begin on the library home page on the computer. If you are in the library, this page will open automatically.

2. Complete the short Finding Books and E-Books tutorial to prepare for the first exercise.

To get to the tutorial:
Under GET VIRTUAL HELP 24/7, click on Finding Books and E-Books in the list of tutorials.

After you complete the tutorial, go to the search box in the middle of the page. Select the Library Catalog Only button.

Choose Title from the drop down menu.

In the search box, type world book encyclopedia

Click the Search button or press Enter.

Scroll down the result list to find a World Book at your campus, then click the underlined title to get to the library record.

You may have to click the View additional copies button to see all the campuses listed.

Write the call number on the line below. You will use this number, the book's "address," to find it on the shelf.

Ask the librarian for help if you need it.
Now do another search for *The American Heritage Dictionary of the English Language*. Scroll down the page to find the *newest* edition (most recently published) of this book at your campus. Write the call number on the line below to use later to find the book.

The encyclopedia and the dictionary are both **REFERENCE BOOKS**—books you would not read from cover to cover. You would **refer** to them to find a quick answer to a question, a definition, or background information on a topic. Many reference books are online, in digital format and can be searched by computer. Print reference books must be used in the library and usually cannot be borrowed.

### 3. Use a Print Encyclopedia

Choose one of the subjects below and look it up in the **index** volume of the *World Book Encyclopedia* (remember, **you wrote down the call number** in the first exercise). This is the most efficient way to use a set of encyclopedias. Some topics will be covered within larger ones. Here is an example: the topic “college” might be in the section on “education”—so just looking for it alphabetical list in the “C” volume wouldn’t work. You will need the index to guide you to the right place to look.

The index will help you define your subject, may suggest other topics to see, and will tell you which volume and page to look on to find information. Look at the sample index entry.

<table>
<thead>
<tr>
<th>Building material</th>
<th>Germ</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Needlework</td>
</tr>
<tr>
<td>Exercise</td>
<td>Videotape</td>
</tr>
</tbody>
</table>

Fill in the following:

**Topic selected:** ______________________________________________________________________

**Volume:** _________________  **Page number(s) of article:** ______________________________________________________________________

Get help from a librarian if necessary.

### 4. Use a Print Dictionary

Find *The American Heritage Dictionary of the English Language* to use for this exercise (remember, **you wrote down the call number** in the first exercise). If you can't find it, ask the librarian to help you.

Many everyday words have more than one meaning. Here are some examples: "chair" can mean piece of furniture (noun) or to head a committee (verb). "Box" can mean a container (noun) or to fight (verb) or a portable cassette player (noun).
Numbered definitions give the various meanings for words, as well as "part-of-speech labels." In addition, there are often sentences or phrases containing the word as examples so you will have an idea of how it is properly used. There are "usage labels," telling you how a word is used: obsolete (no longer used), slang, regional, poetic, etc. Look at the following example from *The American Heritage Dictionary of the English Language, 4th edition*:

![definition example](image)

In the first definition, the word is used as a noun (n.) and has four different meanings. In the second definition, it is a verb (v.) and has two different meanings.

GUIDEWORDS, printed in **boldface** at the top of the page, help you find the word you are looking for. The word on the left-hand page represents the first word defined on that page of the dictionary. The word on the right-hand page represents the last word defined on that page.

Find the definition that is closest to the meaning of the underlined word in each sentence below. Include the definition number and the usage label (slang, informal, regional, poetic, etc.) Be sure to use the definition that matches the correct part of speech—noun (n.), verb (v.), adjective (adj.), etc.

♦ After another losing season, Joe was bounced from his job as basketball coach.

Definition number: ___________________
Definition: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

♦ She looked in the shopper's guide to find the best price for a dishwasher.

Definition number: ___________________
Definition: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
5. Use the Internet

The Internet is defined in the Merriam-Webster dictionary as “an electronic communications network that connects computer networks and organizational computer facilities around the world.” It is an online location for documents, videos, images, and information that you can search. If you have never searched the Internet, you may want to work with a reference librarian.

Firefox, Internet Explorer, and Chrome are the browser programs on library computers to use to get to locations on the Internet. You can use any one of these for this exercise. If you need to, ask the librarian how to open a browser after you log on to a library computer.

Type this URL (address) here

http://www.literacyworks.org/learning

Choose a story on this page and click Read More >>. Take the quiz when you’re done, then scroll to the bottom of the page to see your score.

How many questions were there? ______________________

How many of your answers were correct? ________________