Name _____Teacher Name _____ Date _____

LIBRARY CATALOG – BASIC AUTHOR SEARCH – COMPLETE AND RETURN TO MRS. SNIVELY
Completion of this worksheet is required for students to earn the privilege of using the Library computers.

1. Children should have adult supervision when using the Internet.

2. Type http://www.grandviewlibrary.info into the address bar of your Internet browser.

3. At the homepage click the **Grand View Library Catalog** button or select **Library Catalog** from the Resources tab.

4. On the next screen select **Grand View Elementary School**, and on the next screen click the **Catalog** tab.

5. The author Shel Silverstein is a great example to work with because his books are in several locations in the library depending on type of book: **poetry, picture book, fiction book.**

6. Type the name of the author in the Find box – last name, then first name: **Silverstein, Shel** (see *note* below).

7. Click the **Author button**.

8. The next screen shows how many titles by Shel Silverstein the Grand View Library owns.
   Please circle the correct number: **5   13   31**

9. Note that most books have a **picture of the cover** and that the **call number** (the book's "address") is located under the title name. On the right we can see if the book is **available or not**.

10. Scroll and notice the **three types** of call numbers for Shel Silverstein's books.

11. The **first type** is **811.54** and they are all the books by him in the poetry section of non-fiction. Please complete the name of the **first book of poems** in the list: "Don't _____ the _____: and Other Fantasies."

12. Please complete the name of the **last book of poems** in the list:
"Where the _____ Ends: Poems & Drawings of Shel Silverstein."

13. The **second type** of call number for Shel Silverstein is **E** and we know that stands for Everybody (as in *everybody* enjoys beautiful picture books). Please complete the name of the **first E book** in the list: "El _____ Generoso."

14. Please complete the name of the **last E book** in the list: "Who _____ a _____ Rhinoceros?"

15. The **third type** of call number for Shel Silverstein is **FIC** and we know that stands for Fiction. Please complete the name of the **first FIC book** in the list: "The _____ Piece."

16. Please complete the name of the **last FIC book** in the list: "The Missing _____Meets the Big O."

17. Note that the titles are in blue because they are a **"clickable" hyperlink** to more information.

18. Click on the title "Don't Bump the Glump" and see all the **information available** on the next screen. Many of the headings are **hyperlinks to other works** on that subject, by the same author/illustrator, review source, or award.

19. The **cover image** is a hyperlink "title peek" to *even more* information, such as a summary, author notes, and reviews. To exit the "title peek" screen click the Close Window button.

20. To **retrace your steps** click the headings in the green **"breadcrumb" bar** or click **Library Search** to begin again.

The catalog doesn't mind if search terms are capitalized or not, but they do need to be spelled correctly!