

COMMON PHRASES

These are some of the common phrases found in libraries:

PHRASES	MEANINGS
To browse	to look through (books or other materials) in a casual manner.
Catalog	a list of all books and other materials found in a library
To check out	to take a book out of the library and keep it for a specified period of time
Fiction	Literature that is not based on fact and includes imaginary events and people; this includes short stories and novels.
Interlibrary loan	this is a service that lets consumers at one library borrow books that are owned by another library; it is a way libraries share books with one another.
Library card	a card given to someone who belongs to a library so that the person can check out materials and the library can keep track of who has what
Librarian	a person who works at a library, who assists customers, or takes care of the library's collection of books and other materials
Non-fiction	literature that is based on facts, real events, and real people; this includes biographies and history

CONVERSATIONS THAT ARE LIKELY TO HAPPEN

Patron: Hi! I'd like to check out the book Wild but I can't seem to find it on the shelf.

Librarian: Okay, just one minute while I check our catalog.

Patron: No problem.

A: What can I help you with today?

B: I need to check out this book.

A: Do you have your library card?

B: I don't have one.

A: Would you like to apply for one right now?

B: That's fine.

A: I'm going to need you to fill out the application.

B: All right. All done.

A: All right, now please sign the back of the card.

B: Okay. I've signed it.

A: That's all there is to it.

B: Great. Now can I check out this book?

LIBRARY

RELATED NOUNS, VERBS, OCCUPATIONS AND COMMON PHRASES



NOUNS

VERBS

OCCUPATIONS IN LIBRARIES



Nouns that can be found in libraries can be as such:

Books
 Chair
 Table
 Counter
 DVD
 CD
 TV
 Computers
 Online Catalog
 Magazines
 Novels
 Newspapers
 Journals
 Thesis
 Movies
 Board
 Scanner
 Internet
 Bookshelf
 Couch
 Discussion room
 Carrel room
 Plug
 Lamp
 Air conditioner
 Fan
 Stairs

There are several verbs that can describe the actions done and are associated with libraries.

Borrow
 Watch
 Rent
 Choose
 Read
 Write
 Scan
 Type
 Walk
 Eat
 Drink
 Surf
 Scroll
 Listen

Examples:

- 1) You can **borrow** some fictional books from the library for two weeks.
- 2) Can I **rent** this movie please?



GENERAL LIBRARIES	TUNKU BAINUN LIBRARY
ACCOUNTING	CHIEF LIBRARIAN
ARCHIVAL	SECRETARY
CATALOGUING	SR. DEPUTY CHIEF LIBRARIAN
CHILD/ADULT SERVICES	DEPUTY CHIEF LIBRARIAN (SERVICE) (TECHNICAL)
CIRCULATION	SR. LIBRARIAN ASSISTANT
COLLECTION DEVELOPMENT/ MANAGEMENT	LIBRARIAN ASSISTANT
COMMUNITY RELATIONS	OPERATION ASSISTANT
FACILITIES	
FINANCIAL	
GRAPHICS	
HUMAN RESOURCES	
INFORMATION SERVICES	
LITERACY	
MAINTENANCE	
MARKETING	
MEDIA SERVICE	
PUBLIC INFORMATION	
TECHNICAL SERVICE	