







Semnan UNIVERSITY  
OF  
MEDICAL SCIENCES

# ENGLISH CONVERSATION AT THE LIBRARY

## PART 1

**Dr.Sajedi**

MA , Ph.D.

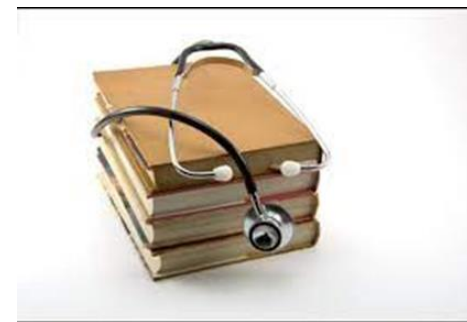
Lecturer at Semnan University of Medical Sciences

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## LIBRARY VOCABULARY



# LIBRARY VOCABULARY



# COMMON VOCABULARY USED IN THE LIBRARY

**Check out:** To borrow something from the library; to take something home with you from the library. You will need to show a student ID card or other photo ID to check out.

**Circulation Desk:** The desk in the library where you can check out books, magazines, videos, and other items.

**Due Date:** The date by which you should return items you have borrowed to the library. If you keep a book past the due date, you will receive an email telling you that the book is late (or overdue) and asking you to return it.

**Librarian:** A person who works in the library; a specialist in the library and information field. If you are having difficulty finding what you need, you can ask a librarian for help.

**Library:** A place where you can borrow books, videos, magazines, etc.; a place where can get help finding information for your classes. (Students sometimes confuse library with book store. A book store is a place where you can buy books.)

# COMMON VOCABULARY USED IN THE LIBRARY

**Loan Period:** The length of time for which you can borrow something from the library. At the end of the loan period, you must return the item to the library.

**Periodical:** A publication (usually a collection of articles) that is issued at regular intervals. Magazines, journals, and newspapers are all periodicals.

**Questions:** Something you should ask a lot when you are in the library. We are happy to help you!

**Reference Books:** Books such as encyclopedias and dictionaries that may only be used in the library.

**Reference Desk:** A desk where someone can help you find information either in the library or online. The circulation desk and the reference desk are sometimes combined into one desk.

**Renew:** To extend the loan period on an item; to check an item out again so you can keep it longer.

**Request:** To ask the library to hold a book for you when it is checked out by another student. We will email you when the book comes back and is ready for you to check out.

**Return:** To bring a book (or other item) you have borrowed back to the library.

# COMMON VOCABULARY USED IN THE LIBRARY

**atlas:** collection of maps

**Author:** the person who writes the text of the book

**barcode number:** the number identification of the book that is scanned for circulation

**Biography:** life stories of famous people

**borrow (check out):** to take home library materials for a short time

**call number:** an alpha-numeric number assigned to a book and printed on the spine, used to help locate the book

**Catalog:** the tool that lists and allows you to search the entire collection of the library

**Database:** fee-based online source authored by experts

**Dictionary:** provides definitions and meanings of words

**Fiction:** stories or novels

**Hyperlink:** highlighted text that when clicked, takes the reader to another page



# COMMON VOCABULARY USED IN THE LIBRARY

**index:** section at the end of the book that list the topics covered in alphabetical order

**Keyword:** a searchable word in an online record or text that allows you to locate materials

**non-fiction:** true stories, facts

**Publisher:** the company that prints and distributes the book

**search box:** tool for finding information on a web site by typing in keywords

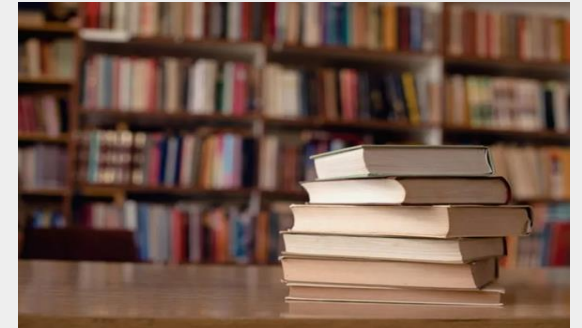
**Spine:** the back edge of the book that is visible when on the shelf

**Table of contents:** Lists the title and page number of all the chapters in a book

**URL:** web address

**Website:** free online source authored by anyone

**Article:** "A brief work—generally between 1 and 35 pages in length—on a topic. Often published as part of a journal, magazine, or newspaper."





# COMMON VOCABULARY USED IN THE LIBRARY

**Book stacks:** "Shelves in the library where materials—typically books—are stored. Books in the book stacks are normally arranged by [call number](#). May be referred to simply as the “stacks.”

**Archives:** "1. A space which houses historical or public records. 2. The historical or public records themselves, which are generally non-circulating materials such as collections of personal papers, rare books, ephemera, etc.“

**Abstract:** "A summary or brief description of the content of another longer work. An abstract is often provided along with the [citation](#) to a work.“

**Attachment:** "A separate file (e.g., text, spreadsheet, graphic, audio, video) sent with an email message.“

**Citation** "A reference to a book, magazine or journal article, or other work containing all the information necessary to identify and locate that work. A citation to a book thus includes its author's name, title, publisher and place of publication, and date of publication.“

**Course reserve:** "A selection of books, articles, videotapes, or other materials that instructors want students to read or view for a particular course. Print reserve materials are usually kept in one area of the library and circulate for only a short period of time." See also: [Electronic reserve](#).



# COMMON VOCABULARY USED IN THE LIBRARY

**Dissertation:** "An extended written treatment of a subject (like a book) submitted by a graduate student as a requirement for a doctorate."

**Document delivery** - A service that retrieves or photocopies information sources for library users." Also see [Interlibrary Loan and Document Delivery \(IDD\)](#), our guide on USC's document delivery system.

**Download:** "1. To transfer information from a computer to a program or storage device to be viewed at a later date. 2. To transfer information from one computer to another computer using a modem."

**E-book (or Electronic book):** "An electronic version of a book that can be read on a computer or mobile device."

**Editor:** "A person or group responsible for compiling the writings of others into a single information source. Looking for information under its editor's name is one option in searching."

**Full-text:** "A complete electronic copy of a resource, usually an article, viewed on a computer display screen. The term "full-text" is often used to refer to the electronic version of an article or book that is also published in print."

**Glossary:** "An alphabetical list of terms specialized to a field of knowledge with definitions or explanations."

**Hold:** "A request by a user to a library that a book checked out to another person be saved for that user when it is returned. "Holds" can generally be placed on any regularly circulating library materials through an in-person or online [circulation desk](#)."

# COMMON VOCABULARY USED IN THE LIBRARY

**Interlibrary Loan (ILL):** "A service that allows you to borrow materials from other libraries through your own library." See also: [Document delivery](#).

**Journal title:** "The name of a journal. Journal title is one common search term."

**Known Item Search:** "A search for an item or article when you have some or all of the [citation](#) information."

**Multimedia:** "Any information resource that presents information using more than one media (print, picture, audio, or video)."

**Online Public Access Catalog (OPAC):** "A computerized database that can be searched in various ways—such as by keyword, author, title, subject, or call number—to find out what resources a library owns. OPAC's will supply listings of the title, call number, author, location, and description of any items matching one's search. Also referred to as "library catalog" or "online catalog." You can search USC's OPAC (or USC Library's Catalog).

**Peer reviewed journal:** "Peer review is a process by which editors have experts in a field review books or articles submitted for publication by the experts' peers. Peer review helps to ensure the quality of an information source by publishing only works of proven validity, methodology, and quality. Peer-reviewed journals are also called refereed or scholarly journals."

# COMMON VOCABULARY USED IN THE LIBRARY

**Recall:** "A request for the return of library material before the due date."

**Remote access:** "The ability to log onto (or access) networked computer resources from a distant location. Remote access makes available library databases to students researching from home, office, or other locations outside the library."

**Title:** "The name of a book, article, or other information source."

**Upload:** "To transfer information from a computer system or a personal computer to another computer system or a larger computer system."

**Uniform Resource Locator (URL):** "The unique address for a Web page which is used in citing it. A URL consists of the access protocol (http), the domain name (www.nmsu.edu), and often the path to a file or resource residing on that server."

**User ID:** "A number or name unique to a particular user of computerized resources. A user ID must often be entered in order to access library resources remotely."



# COMMON VOCABULARY USED IN THE LIBRARY

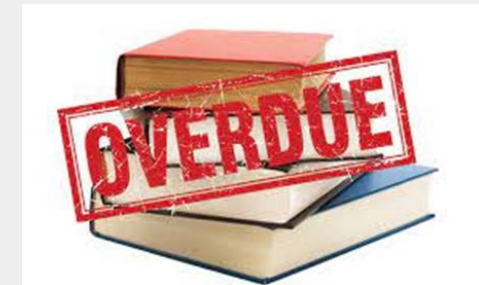
**Wireless:** "The name given to any electronic device that sends messages through space via electric or electromagnetic waves instead of via power cords."

**World Wide Web:** "A network of information, as a part of the Internet, that includes text, graphics, sounds, and moving images. Also known as the Web or WWW or W3. It incorporates a variety of Internet tools into one method of access, such as the Web browser Internet Explorer, Safari, or Firefox."

**Overdue :**Library fines, also known as overdue fines, late fees, or overdue fees, are small daily or weekly fees that libraries in many countries charge borrowers after a book or other borrowed item is kept past its due date.

**Library management :** is a sub-discipline of institutional management that focuses on specific issues faced by libraries and library management professionals.

**Library Clerks :** Library Assistants, or Library Clerks, are responsible for assisting with the administration and organization of a library. Their duties include helping library visitors find the right reference materials, processing interlibrary loans and signing up visitors for their own library card.



# COMMON VOCABULARY USED IN THE LIBRARY

## **Current Status/Academic degree**

BA candidate

BS candidate

MA candidate

MS candidate

Ph.D candidate

Academic Staff

Other (.....)

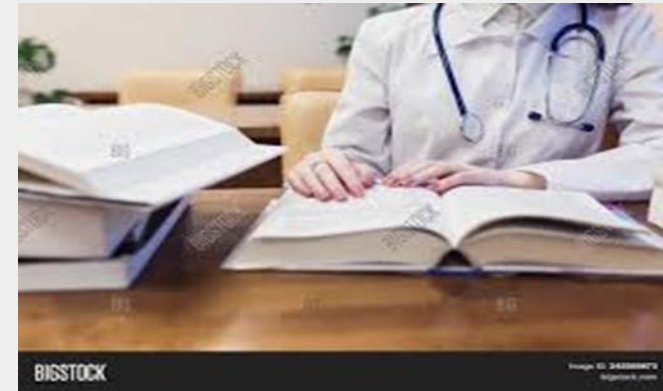
## **Graduate students**

## **Library Rules**

## **Library Identity Card**

## **Membership**

## **academic colleague**



# Library Membership Application Form



## Application for a Lake Park Library Card (ADULT)

Please review our policies **on the reverse side** before completing this application. The application requires your signature indicating your agreement to comply with the Lake Park Public Library's rules and regulations.

PLEASE WRITE CLEARLY. THANK YOU.

Ms / Mrs / Mr \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Local Address \_\_\_\_\_  
Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DL/ Mailing/2<sup>nd</sup> Address \_\_\_\_\_  
(Please circle one) Street \_\_\_\_\_ Apt. No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Business or School \_\_\_\_\_ Bus. Phone ( ) \_\_\_\_\_

Did you read the rules on the reverse side? Yes / No

Please sign below indicating your agreement to follow the rules and regulations of the Lake Park Public Library.

Signature \_\_\_\_\_ Date \_\_\_\_\_

This section to be completed by Library Staff Only

Card Number Assigned \_\_\_\_\_ Applicant is Male / Female  
FL Driver License / ID No. \_\_\_\_\_ Exp Date \_\_\_\_\_  
Local Address Verified with \_\_\_\_\_  
Staff Initials \_\_\_\_\_ Process Date \_\_\_\_\_ Date Mailed/Given \_\_\_\_\_

2/2008 revision







# LIBRARY PHRASES



# COMMON PHRASES USED IN THE LIBRARY

**Borrow the book**

**I accidentally ripped the cover.**

**How much do I pay?**

**Get a library card**

**Look for a book**

**Check out a book**

**Return a book**

**Pay a late fine**

**Out of library**



# COMMON PHRASES USED IN THE LIBRARY

## **Library Membership Application Form**

**To apply for membership, please complete the form**

**an official student/staff ID**

**a copy of student certificate**

**Reserve it for me**

**The cover came off.**

**Owe some money**

**These are due back in two weeks.**

**Don't forget to return your library books!**

**No more late fees!**

**These books were due two weeks.**

**I forget they were due.**







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# LIBRARY RULES



# LIBRARY RULES

## Quiet in the Library



- ❖ Use indoor voice, keep your conversation at your table
- ❖ Walk - never run
- ❖ Wait your turn quietly
- ❖ Listen so you can learn
- ❖ Stay quiet so others can learn



**No calls in the  
library please**

You are Required to



While You Are Visiting the Library

 East Lansing Public Library

# LIBRARY RULES

## COVID-19 Library Rules

-  **Face mask required**  
Must cover your mouth and nose
-  **Social Distancing - 6 feet apart**  
Most tables are solo study only
-  **No eating**  
Take all food to the Coffee Shop to eat
-  **No drinks in Lobby, Classroom, or Info Commons**  
Mask-slip mask OK in other areas

## Library Rules

1. You can only check out 5 books at a time.
2. Take good care of your books.
3. Leave the library nice and

## Library Rules

- L** Listen to the librarian.
- I** Inquire (ask) if you need help.
- B** Be respectful of others.
- R** Read and talk quietly.
- A** Always walk, never run.
- R** Return books to their proper places.
- Y** Your manners are appreciated!



# LIBRARY RULES

Sharing the space in the library is easy. Everyone knows that we keep low voices so others can do their work. What are the other rules? Just remember that WE SHARE.

**W**alking feet, please!

**E**verything in its place

**S**mile & say *Thank You* at checkout.

**H**elp others if you can.

**A**sk if you need help.

**R**espectful and responsible

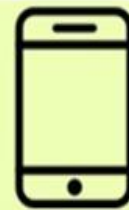
**E**njoy yourself.

The library is a place for fun and creativity. Make good choices!

## LIBRARY RULES



The Library is a quiet study area. Please take conversations outside.



Please switch mobile phones to silent mode.



Don't bring food into the library...



...or non-covered drinks.



Don't remove books from Library space without borrowing via Self-Issue.



Thank you!

# LIBRARY RULES

## Library Rules

- Loud conversation or other disturbance is forbidden in the library.
- Mobile phones should be switched to vibration mode whenever in the Library.
- People outside ..... University, please sign the visitor register when enter the library.
- Take care of your belongings. The Library staff will not be responsible for any loss or damage of your personal belongings left unattended in the library.



English Conversation

Library





# APPLYING FOR A LIBRARY CARD

**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.





# APPLYING FOR A LIBRARY CARD

**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?



# APPLYING FOR A LIBRARY CARD

**A:** May I help you?

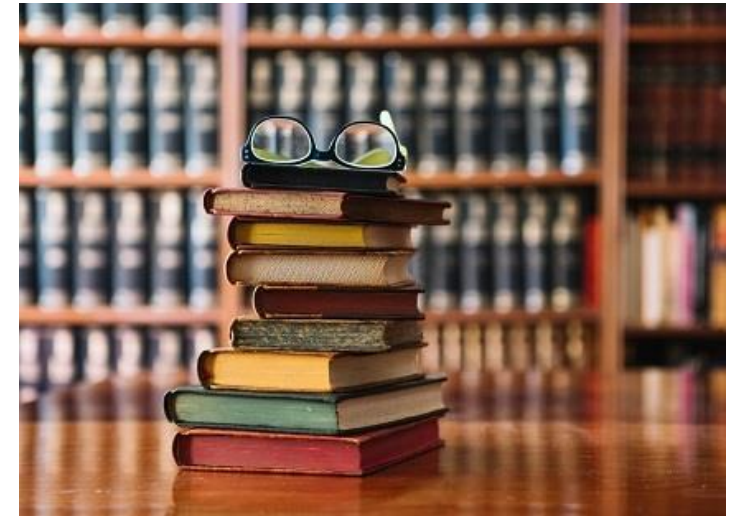
**B:** Could I check out this book?

**A:** Let me see your library card.

**B:** I need to get one.

**A:** You can apply for one right now, if you'd like.

**B:** Okay. Let me do that right now.



# APPLYING FOR A LIBRARY CARD

**A:** Could you fill out this application?

**B:** I'm finished. Here you go.

**A:** Could you please sign the back of the card?

**B:** All right.

**A:** That's it.

**B:** Now may I check this book out?



# APPLYING FOR A LIBRARY CARD

**A:** What do you need?

**B:** I would like to check out a book.

**A:** I'm going to need your library card.

**B:** I don't have a library card.

**A:** Why don't you apply for one right now?

**B:** Sure. That would be great.





# APPLYING FOR A LIBRARY CARD

**A:** Please fill out this application.

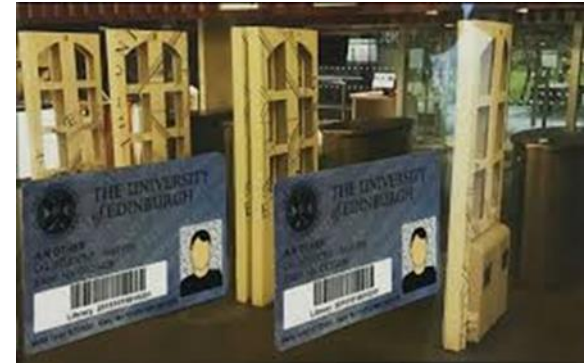
**B:** Okay. Here you go.

**A:** Now, sign your name on the back of the card.

**B:** Here you go.

**A:** Here's your library card.

**B:** Thanks. Now I'd like to check out this book.



# APPLYING FOR A LIBRARY CARD

**A:** What may I do for you?

**B:** I need to get a library card.

**A:** You will need to apply for one.

**B:** When will I be able to do that?

**A:** You can do it right now, if you'd like.

**B:** That's fine.





# APPLYING FOR A LIBRARY CARD



**A:** Please fill out this application form.

**B:** Then what do I do?

**A:** I just need to take your photo.

**B:** How long will it take for my library card to be ready?

**A:** You will get it in a few weeks.

**B:** That's perfect.

# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** What can I help you with today?

**B:** When does the library close?

**A:** The library closes at half past three.

**B:** Does it close at that time every day?

**A:** Not always.

**B:** Is the library open on Thursdays?





# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** Yes.

**B:** What time do you open and close on Thursday?

**A:** The hours are from 8 am to 3:30 pm.

**B:** Okay. Thank you very much.

**A:** Do you need anything else?

**B:** No, that's all. Thanks.



# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** May I help you?

**B:** What time will the library be closing?

**A:** It closes at 3:30.

**B:** Does it always close at 3:30?

**A:** No, not every day.

**B:** Will the library be open on Thursday?



# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** Absolutely.

**B:** What are your hours on Thursday?

**A:** Thursday 's hours are from eight in the morning to six-thirty at night.

**B:** All right. Thank you.

**A:** What else can I help you with?

**B:** That's it. Thank you.



# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** What can I do for you?

**B:** I need to know what time the library closes.

**A:** The library will be closing at six.

**B:** Does it close at six every day?

**A:** No, it doesn't.

**B:** Are you guys open on Thursdays?





# ASKING QUESTIONS AT THE INFORMATION DESK

**A:** Yes, we're open on Thursdays.

**B:** What time does the library open and close on Thursday?

**A:** We open at 8 am and close at 6:30 pm.

**B:** That's cool.

**A:** Can I help you with anything else?

**B:** That's everything. Thanks.



# ASKING THE LIBRARIAN FOR ASSISTANCE

**A:** How are you doing today?

**B:** Good. Thanks for asking.

**A:** What may I do for you?

**B:** I need help with something.

**A:** What do you need help with?

**B:** I am looking for a newspaper article.



# ASKING THE LIBRARIAN FOR ASSISTANCE

**A:** Have you looked in the periodicals?

**B:** I didn't even think about that.

**A:** I can show you where they are.

**B:** That would be a lot of help.

**A:** Follow me, please.

**B:** Thank you so much.



# ASKING THE LIBRARIAN FOR ASSISTANCE

**A:** How are you?

**B:** I'm great. Thanks.

**A:** Did you need something?

**B:** I need your help.

**A:** How may I help you?

**B:** I need to find this newspaper article.





# ASKING THE LIBRARIAN FOR ASSISTANCE

**A:** Have you checked the periodicals section yet?

**B:** I forgot about that section.

**A:** If you'd like, I can show you where to find it.

**B:** Could you do that?

**A:** Follow me.

**B:** Thank you for all your help.





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DR.SAJEDI

A NEW LANGUAGE IS A NEW LIFE, SO IT  
WOULD BE A GOOD IDEA TO CHANGE  
YOUR LIFE FOR THE BETTER.