Text 1

The earliest libraries that we know about were different from present-day libraries, as their contents were mainly government records. Archaeological findings from ancient cities of Sumer revealed temple rooms full of records of commercial transactions, or inventories. Things were much the same in the government records of Ancient Egypt. The earliest private or personal libraries containing both non-fiction and fiction books appeared in classical Greece.

Text 2

Library materials such as books, articles and CDs are usually arranged in a certain order, according to a library classification system, so that you can find particular items quickly. In addition to public areas, some libraries have additional rooms where reference materials are stored. Often a professional librarian works from a reference desk or other central location, to help users find what they are looking for.

Text 3

Many visitors to a library do not know how to use the library effectively. This can be because they are shy and embarrassed to ask questions, or because they are not used to libraries. These problems were behind the library instruction movement in the U.S., which encourages library-user education. In fact, library instruction has been practised in the U.S. since the 19th century.

Text 4

Managing a library involves tasks such as planning what new books to buy, designing classification and borrowing systems, preserving materials (especially rare and fragile manuscripts) and developing library computer systems. Long-term tasks include planning library extensions and developing community services such as adult literacy programs.

Text 5

In North America, among other countries, libraries in poor communities are relatively expensive to run, but arguably less important to the community than essential services, such as police, firefighters, schools, and health care. At any rate, many communities are beginning to feel they have no option but to close down, or reduce their library services to balance their budgets.

4

Look at this list of topics.

i	Library management	iv	Financial problems for libraries
ii	The history of libraries	v	The organisation of libraries
iii	Library-user training		

Which text (1–5) deals with which topic? Write the number of the text next to each topic. The first one has been done for you.

	Text	**Topic**
Example	1	*ii*
	2	....
	3	....
	4	....
	5	....