

- A. Have you ever used public libraries?
 - B. What do you need to borrow books?
 - C. How are books arranged in libraries?
 - D. What if you want to keep the books longer?
 - E. Will you be fined?
3. Look at the different types of questions after the passage to get a general idea about the range of questions and about the kinds of information you need to look for in the passage.
4. In which paragraphs of the passage will you probably find information about
- A. the number of books libraries have?
 - B. the arrangement of a library?
 - C. library holdings?

Public Libraries

Paragraph A

The word public comes from a Latin word, *publicus*, meaning people. A public library is for all the people in a community to use. It charges no fee for its services. The public library will have available, within the limits of its budget, a wide variety of books and other materials. These books or other materials may be borrowed, or taken out for a specific time, by anyone in the community. The library loans its materials.

Paragraph B

Public libraries are usually tax-supported. There are a few that are instead supported from money that has been donated. And there are some that receive part of their money from taxes and part from gifts.

Paragraph C

Few public libraries are exactly alike. Not only are the shapes and sizes of the buildings different, but so are the number of books and other materials in each. Your nearest library may be like the Los Angeles Public Library, which has over 4,538,458 books and bound periodicals (magazines and journals) in its collection. Or it may be like the Cherokee County Public Library, which has only about 3,800 books in its collection.

Paragraph D

Libraries vary in other ways, too, for instance, in the number of hours (or days) they are open or in the number of people who work there. Most public libraries, however, arrange their books and other materials in similar ways. They divide their collections into two basic age groups, children and adult. Adult books are in one place; children's books are in another. Then the books are further separated by the kind of book. Storybooks – works of fiction – are separated from information, or fact books – nonfiction.

Paragraph E

People often want to refer to, that is, look something up in a certain basic information book. Thus reference books, which are rarely read cover to cover, are put in a special place in the library, a reference section or perhaps a reference room. Reference books are never to be taken out of the library building.

Paragraph F

Each library decides for itself how it should further arrange its books and other materials. In a large city library, certain nonfiction materials may be put into a special area or separate room. For instance, there may be a separate room just for all the materials a library has on music. In another large city, the music materials might not be kept so separate. It would depend on what the people in that city had indicated they found useful.

Paragraph G

A library's holdings are everything the library has in its collection. These holdings almost always reflect the community's special interests. Suppose, for example, there were a town where Morgan horses were widely raised and trained. That town's library would most likely have a great deal of material about Morgan horses. Since the people who were interested in Morgan horses would probably be less interested in other breeds of horses, the library might have only a small amount of material on Mustangs or Appaloosas.

Exercise 1 Word Use

Decide which of the following choices is closest in meaning to the underlined word in the sentence and write down the corresponding letter

1. A public library is for all the people in a community to use. It charges no fee for its services.
A. asks in payment B. requires C. increases
2. The library loans its materials.
A. lends B. borrows C. sells
3. There are a few that are instead supported from money that has been donated.
A. loaned B. asked in payment C. given for free
4. It would depend on what the people in that city had indicated they found useful.
A. agreed B. pointed out C. decided

Exercise 2 Matching the Headings

The reading passage *Public Libraries* has 7 paragraphs A-G. Choose the most suitable heading for each paragraph from the list of headings below. Write the appropriate numbers (I-IX). There are more headings than you can use.

- | | |
|------|-----------------------------------|
| I | Financial support |
| II | Local decisions |
| III | Influence of people's interests |
| IV | Materials about Morgan horses |
| V | History of public libraries |
| VI | Certain books stay in the library |
| VII | Free services for everyone |
| VIII | A wide variety |
| IX | Similar ways to arrange books |

5. Paragraph A

8. Paragraph D

11. Paragraph G

6. Paragraph B

9. Paragraph E

7. Paragraph C

10. Paragraph F

Exercise 3 Sentence Completion

Refer to the passage *Public Libraries* and choose from the passage NO MORE THAN THREE WORDS to complete the following sentences.

12. A public library provides free services to everyone _____.
13. People who borrow the books can keep them for _____.
14. The money used to support public libraries may come from donations, gifts and _____.
15. The collections in most public libraries are arranged according to two age groups, _____.
16. Books that people can only read in the library are probably _____.
17. In some libraries, people may find certain nonfiction materials kept in _____.
18. From the holdings a library has, we can see if the community has any _____.

Vocabularybound /baund/ *adj.*loan /ləun/ *v.*breed /bri:d/ *n.*nonfiction /,nɒn'fɪkʃən/ *n.*budget /'bʌdʒɪt/ *n.*periodical /,piəri'ɒdɪkəl/ *n.*community /kə'mju:nɪti/ *n.*raise /reɪz/ *v.*donate /dəu'neɪt/ *v.*reflect /rɪ'flekt/ *v.*fiction /'fɪkʃən/ *n.*tax /tæks/ *n.*journal /'dʒɜ:nl/ *n.*variety /və'reɪəti/ *n.*