The Parts of a Book Exercise

Library 1, Assignment #1

Name _______________________

Learning Goals: Identify and understand the purpose of various parts of books; recognize the information needed to write a citation for a book. Write the MLA format citation for a book you select.

Instructions: Locate the LBCC Library Online Catalog located on the LBCC Library homepage: http://lib.lbcc.edu/. Using the online catalog locate a non-fiction book in the circulating collection of the LBCC Library and check the book out at the circulation desk.

Examine the contents and parts of the book to complete the following information about this book. If you do not find information for certain questions, write N/A in the answer space. NOTE: You do not have to read the entire book.

1. Where was the book located in the library? ________________________________

2. Write the complete call number: _______________________________________

3. Author or Authors’ name(s): __________________________________________

4. Full title of the book: _________________________________________________

5. Place of publication: City, State and Country (if not USA) __________________

6. Publisher: __________________________________________________________

7. Edition (if given): ____________________________________________________

8. Date of the latest copyright and / or publishing date: ______________________

9. Does the book have an introduction or a preface? If so, identify two points made in this section. _________________________________________________

10. Does the book have a table of contents? ________________________________

11. Is there a list of maps or illustrations? _________________________________

12. Does it have a bibliography or list of references? If so, how many pages? ________
13. Does the book contain an index? If so, how many pages make up the index? What is the purpose of having an index in a book?

___________________________________________________________________________

14: Is there a glossary in the book? What is the purpose of the glossary?

___________________________________________________________________________

15. Does the book have additional sections? If so, what does it contain?

___________________________________________________________________________

MLA format for a book is:

Last name, First name. Title of Book. City of Publication: Publisher, Year of Publication. Medium of Publication.

16. Write the bibliographic citation for this book using the MLA format.

___________________________________________________________________________

___________________________________________________________________________

17. Choose one of the two items listed below and cite it according to the MLA style format.

Title: When bad things happen to good people   Author: / Harold S. Kushner.
Publisher: Avon   Place of Publication: New York: Copyright Date: 1981. Medium: Book

___________________________________________________________________________

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Title: The Tipping Point: How Little Things Can Make a Big Difference   Author: / Malcolm Gladwell.
Publisher: Little, Brown. Place of Publication: Boston: Copyright Date: 2002. Medium: Book

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GB REV DG 10/20/15