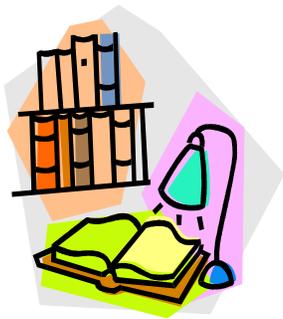


HOMWORK AND THE ALLEN PUBLIC LIBRARY



Students are an important part of the community served by the Allen Public Library. We are not a substitute for your school library, but we can be an additional source of information and assistance. Included here are tips to help you do a better job on your school assignments.

GETTING READY

Gather all of the materials you will need to use before going to the library:

- Your assignment
- Paper, pen, pencil, eraser
- Money for copier, printer or disk
- Library card

Know exactly what the assignment is, when it is due, and what format your teacher wants. If you do not understand the assignment, ask your teacher. Bring a copy of the assignment with you.

PLAN AHEAD! Begin working on your assignment as soon as possible. If you wait until the last minute, you may find that the books you want are not available. In addition, you may get frustrated and not produce your best work.



USING THE LIBRARY

Please respect others. Be sure to keep your noise level to a minimum.

Remember that the homework assignment is yours. Please do not expect the librarian or your parents to do the work.

Keep in mind that not all subjects have an entire book devoted to them. It is also possible that the book you need may already be checked out. Learn to use other materials, such as:

- Encyclopedias and other reference materials
- Magazine articles
- Chapters in books
- AV materials
- Electronic databases
- Internet websites

When preparing a bibliography, be sure to record: the author, title, publisher, date of publication, volume #, place of publication, and pages used.

If you do not find the materials you need, please ask the librarian. Librarians are trained to help you do research and can save you valuable time.

HOMWORK HINTS

Develop a homework routine. Establish a "homework atmosphere" (same time, same place, same conditions) with your parents.

Start early. Assignments often take more time to complete than you might expect.

Ask for help. If you have difficulty starting an assignment or would like a parent or teacher to check your progress, ask.

Have a plan. Set goals for yourself in completing your homework. Break assignments into logical segments. Avoid last minute panic by establishing deadlines for each section of the work.



SUGGESTED RESEARCH TOOLS

Reference books
Encyclopedias, almanacs, dictionaries, etc.

Non-Fiction Books
Look in the catalog for books about your topic. Try a variety of subject headings. Look in the contents and indexes of the books for more specific information.

TexShare Databases
Online resources include encyclopedias, almanacs, magazines, newspapers, and many other reliable sources.

Atlases and Maps
Resources for historical, topographical, and population information.

Audiovisual Materials
Explore our video and DVD collection for useful resources.

Community Resources
Businesses, travel agencies, museums, chambers of commerce, and other community agencies can offer additional information.

Consulates and Tourist Offices
Embassies, consulates, and tourist offices are excellent resources.

Interviews/Oral History
Interview an expert on your topic.

HOURS

Monday through Thursday 10 to 9
Friday and Saturday 10 to 6
Sunday 1 to 5



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