 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.

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 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?

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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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