

The life of a library book

Non-fiction | 6 questions

Name: _____ Date: _____

Read once for the main idea. Look back at the passage while answering. Find words that support each answer.

Before a new book reaches a library shelf, several small jobs help readers find and borrow it. Its details are added to a catalogue. A catalogue entry can include the title, author and subject, as well as information showing where the book belongs.

A label on the spine helps place the book among similar books. For example, books about plants can be grouped together so a reader can browse that subject. Stories may be arranged by the author's surname. Different libraries use different arrangements, so signs and staff can help explain the local system.

When a reader borrows a book, the loan is recorded. The record shows that the copy is away from the shelf. On return, the book is checked in and put back in its place. Returning it to the wrong shelf can make an available book seem missing to the next reader.

A worn book may need repair or replacement. Staff might mend a loose cover if the pages are still sound. A library's collection changes as books wear out and readers' needs change. The work behind the shelves keeps the books useful and findable.

Questions

Choose one answer for each question. You can refer to the passage. The answer notes start on a separate page.

1. What is added before the book reaches the shelf?

- A. Its details in a catalogue
- B. A note naming its next borrower
- C. A replacement cover on every new book
- D. A list of all the books it has inspired

2. How may stories be arranged?

- A. By the author's surname
- B. By the borrower's address
- C. By the date of the next loan
- D. By the size of the nearest plant

3. What does “browse” mean here?

- A. Hide a book on another shelf
- B. Look through a group of books to choose or explore
- C. Record a returned book as borrowed
- D. Repair a loose cover

4. Why can a wrongly shelved book seem missing?

- A. The book is no longer part of the catalogue
- B. Every returned book is automatically replaced
- C. The loan record always says it is away
- D. Readers may search the place where it should be

5. Why might staff repair a loose cover instead of replacing the book?

- A. The author's surname has changed
- B. The pages may still be usable
- C. The title has been removed from the catalogue
- D. Readers are no longer allowed to borrow it

6. What links the jobs described in the passage?

- A. They prevent readers choosing books themselves
- B. They help keep books useful and easy to find
- C. They all change the stories written inside books
- D. They make every library use an identical system

Answers and explanations

Try the questions before reading these notes. A practice score is not an exam grade.

1. A. Its details in a catalogue

The opening paragraph says the book's details are added to a catalogue.

2. A. By the author's surname

The second paragraph gives the author's surname as one possible arrangement.

3. B. Look through a group of books to choose or explore

Grouping related books lets a reader look through them to explore the subject.

4. D. Readers may search the place where it should be

A reader looking in its expected place will not find the copy, although it has been returned.

5. B. The pages may still be usable

The last paragraph says a cover may be mended when the pages remain sound.

6. B. They help keep books useful and easy to find

Cataloguing, shelving, loan recording and repair all help maintain a usable collection.

Original passage written for Trace Learn. Authored 2026-09-30. These teaching questions are not a school entrance paper.