

## **VOCABULARY**

1. LIBRARIAN- A person in charge of or assisting in a library.
2. REQUESTION- A formal written demand that something should be performed or put into operation.
3. RECEIPT-A written or printed statement acknowledging that something has been paid for or that goods have been received.
4. COUNTERFOIL-The part of a cheque, receipt, ticket, or other document that is torn off and kept as a record by the person issuing it.
5. LEND-Grant to someone the use of something on the understanding that it will be returned.
6. ENTRY-An act of going or coming in.
7. INDEX-an alphabetical list of names, subjects, etc. with reference to the pages on which they are mentioned.
8. EXCHANGE-An act of giving one thing and receiving another in return.
9. FILE-A collection of information about a particular person or thing.
10. RESERVE-Use or engage in something only in or at a particular circumstance or time.
11. BORROWING CARD-The card that librarians give to people or students who want to borrow a book.
12. REFERENCE-A mention or citation of a source of information in a book or article.
13. CABINETS-A cupboard with shelves or drawers for storing or displaying articles.
14. BORROWING SLIP-is a slip that shows you are borrowing something.
15. ENCYCLOPEDIA-a book or set of books giving information on many subjects or on many aspects of one subject and typically arranged alphabetically.
16. LEDGER-a book or other collection of financial accounts.
17. BOOK STANDS-a stall or stand at a station, airport, etc where periodicals, newspapers, or books are sold.
18. DURATION-The time during which something continues.