

## **Public Library Resources for Project Read Participants:**

**The public library was created by county taxpayers to serve everyone in our county. We also serve people in nearby counties. To use the library, you need a library card, which is free. You will have to fill out the application that is included in this booklet. Your tutor can help you fill it out.**

**Bring this application to the library when you want to get a library card, and also bring a picture ID plus proof of your mailing address. If you have a driver's license or a non-driver's government issued ID, it will have your picture on it, and it will also have your address. If you have moved since you got your ID, please bring something else that shows your address, like an envelope that was sent to you at your new address. If you can't find anything that shows your address, don't worry. We can mail your library card to you, and when you get it in the mail you can start using it.**

**As you probably know, the public library has a lot of books and magazines, and we also have audiobooks, videos, music CDs, and more. We have computers that connect to the internet, a copy machine, and a fax machine. We also have programs for kids and adults.**

**Most things at the library are free. We do charge for things like copies or printing from the computer, and sending and receiving faxes. If you bring your videos or other items back late, you will have to pay a fee before you can check out more items.**

**This booklet lists things that can help you as you continue your adult education. Whether you are just learning to read or are learning to read English, studying for your GED or trying to find a job, the public library has tools to help you reach your goals! Some of these books will also be useful for parents who want to improve their skills to help children with homework.**

**If you are new to the library, you will probably need help learning how to find books and other items. Your tutor can teach you how to use the "call numbers" that help you locate books. You can always ask a librarian for help, as well. Just come to the front desk at the library and someone will be glad to help you. (Don't be afraid that you are "bothering" the librarians. The most important part of our job is helping people find what they need at the library!)**

Staff Use Card #: \_\_\_\_\_ Linked: Y N Internet: Y N Card Mailed: \_\_\_\_\_ Staff initials: \_\_\_\_\_



## Madison County Public Library Library Card Application Form

The library requires I.D. and written proof of current address.  
All Library transactions and information are strictly confidential.

Please Print: \_\_\_\_\_ Today's Date \_\_\_\_\_

**Name** \_\_\_\_\_  
                     Last Name                      First Name                      Middle Name                      Preferred/ Nickname

Patron Type           A - Adult (age 18 & over)           CS - College Student (any age)           Temporary Resident-TEMP  
 - Circle One           J-Juvenile (age 0-13)                      YA-Young Adult (age 14-17)

Preferred Pin # (for Computer access, holds and online account access) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone or Cell \_\_\_\_\_

Current Mailing Address \_\_\_\_\_  
                                                             Street (including house number) or PO Box                                                              Apt. #

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address or Permanent Address(if different from current address):

\_\_\_\_\_ Street / PO Box                                      Apt #                      City                                      State                      Zip Code

Email Address (optional) \_\_\_\_\_

Driver's License or Social Security Number \_\_\_\_\_ Notify Via (circle one) email phone mail

*I understand that by signing this form & accepting this library card I am responsible for all materials checked out using this card and for charges that may be assessed to me. I agree to give prompt notice to the library of any address change.*

Cardholder Signature \_\_\_\_\_

### **Parent / Guardian Signature needed for patrons under 14**

*I understand that by signing this form as a parent, guardian or responsible party, I accept responsibility for this child's use of the card & agree to pay any fines or other charges incurred by my child. I agree to give prompt notice to the library of any address change.*

*As the responsible party, I am aware that the library permits children to have access to all materials & is not responsible for restricting or censoring the materials which children may select.*

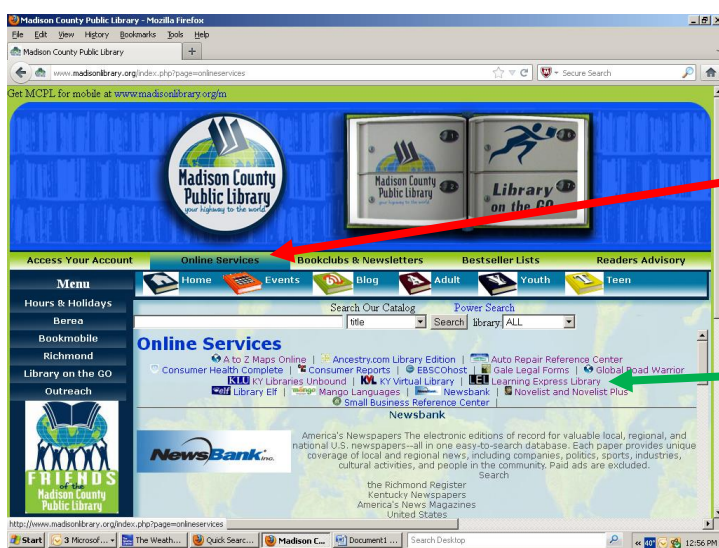
• \_\_\_\_\_  
                     Last Name                      First Name                      Middle Name                      Preferred/ Nickname

Parent / responsible adult's signature \_\_\_\_\_ Date of Birth \_\_\_\_\_

My Child has permission to access the Internet while at the library (circle one): YES NO

## Computer Resources

Computer programs listed in this booklet can be used at the library or from another computer if it is connected to the internet. Most of the computer programs and websites listed in this booklet are found on the library's website. Our address is [www.madisonlibrary.org](http://www.madisonlibrary.org). Once you go to that website, there is a link to "Online Services." Click that link to go to any of the computer programs (also called "databases") you have read about in this booklet. Once you get to the list of Online Services, click on the one you want to look at. This will take you to a description of the database. Then click on the name of the database, and you will go to its login screen. You will probably have to put in your library card number to open the program all the way.

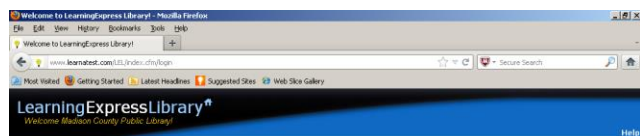


Click Online Services to go to the list of computer programs.

Then click on the database you want to see.



Now you can read a description of the database. If you want to see the database, click on the title.



Returning User Login

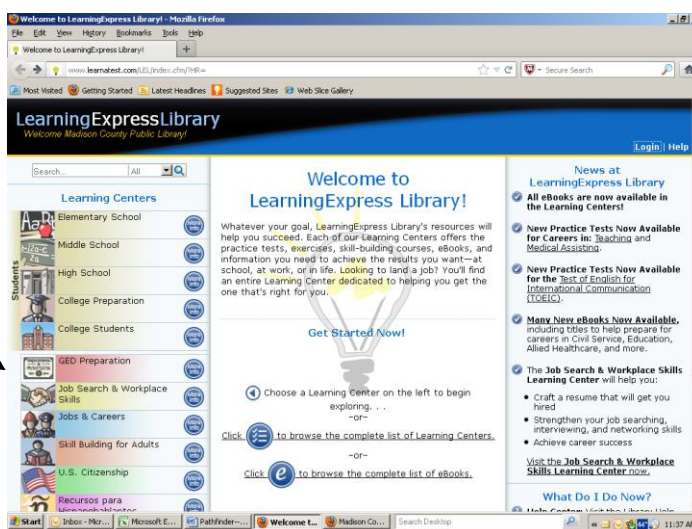
Login:  
 Username:   
 Password:   
  
[Forgot your password?](#)  
[New Users Register Here](#)

You will have to type in your library card number and sometimes a password. Ask a librarian or your tutor for help if you don't know what to do.

If you are having trouble accessing your LearningExpress Library account, click the "Help" link above or contact Customer Service at [libraries@learningexpressllc.com](mailto:libraries@learningexpressllc.com) or 1-800-295-9556.



From this page you can start using the database. The example you see here is called *Learning Express Library*, and it has practice tests for GED and for job licenses, such as the Commercial Driver's License, help making resumes, and skill builders for adults, among other things.



We have included the web address for a few other computer programs that might help you that are not found on our website. For these, just go to the address listed beside the website name.

The library owns many computers that you can use. There is a special computer called the Gear-Up computer that is just for educational use. It has links to the programs listed in this booklet, plus others. It is located in the children's area, but both adults and children as well as families may use it. In the same area, the library also has two special computers with fun educational games for young children. If you have children coming with you to the library, you might want to ask a librarian to show you where these computers are.

## Library Materials for Reading Skills:

### Textbooks, Workbooks, and Dictionaries for Language Skills:

- J372.6/Zem Everything You Need to Know About English Homework: A Desk Reference for Students and Parents [in Richmond]
- 418/Kra Phonics is Fun Level 2 [in Berea]
- J421/Mer Merrill Spelling for Word Mastery [in Berea]
- 423/Cor Merriam-Webster's Visual Dictionary [in Berea]
- 423/McC Descriptive: A Thematic Dictionary [in Berea]
- 423/Ran Easy English Dictionary [in Berea]
- 423/Ult Ultimate Visual Dictionary [in Richmond]
- 428.1/Fis Talking Correctly for Success [in Richmond]
- 428.2/Dan English Grammar [in Berea]
- 428.2/Dia Barron's E-Z English [in Berea]
- ESL/428.2/Fol The New Grammar in Action: An Integrated Course in English Book 1 [in Berea]
- 428.2/Led Sleeping Dogs Don't Lay: Practical Advice for the Grammatically Challenged [in Berea]
- ESL/428.2/O'Do Independent Writing [in Berea]
- 428.3/Mul Barron's E-Z Grammar [in Berea]
- 428.34/Rob Speaking Up At Work [in Berea]

### Videos:

- Educational Study/DVD/GED GED: Language Arts, Writing [in Richmond; 3 discs]
- Educational Study/DVD/Lea Learn English Punctuation 1 and 2 [in Richmond; 2 volumes]
- Educational Study/DVD/Lea Learning English Grammar 1 and 2 Interactive DVD [in Richmond; 2 volumes]
- Educational Study/DVD/Pre Pre-GED: Language Arts, Writing [in Richmond; 2 discs]
- Educational Study/DVD/Rea Ready for Adult Phonics Level 1 and 2 [in Richmond; 2 volumes]
- Nonfiction/Vid/You You Can Read! A Learn-to-Read Video for All Ages [2 videos in Berea]

### New Books for New Readers Series:

- 305.4 CRO Women who made a difference [in Bookmobile]
- 342.73 EAD Fights for rights [in Richmond]
- 398 ALV Kentucky folklore [in Richmond and Berea]
- K 398.25 MON Kentucky ghosts [in Richmond and Berea]
- 428.6 TAY Three Kentucky tragedies [in Richmond]
- K 610 BAI Healing Kentucky : medicine in the Bluegrass State [in Berea]
- 813 LYO Choices : stories for adult new readers [in Richmond]
- 976.9 KLO History mysteries : the cases of James Harrod, Tecumseh, "Honest Dick" Tate, and William Goebel [in Richmond]
- K F DEW Kentucky home place [in Richmond and Bookmobile]



## Library Materials for Math Skills:

### Textbooks, Workbooks, and Dictionaries for Math Skills:

- 332.024/Gut Real World Math [in Berea and Richmond]  
 J/510/Bre The Middle School Mathematician: Empowering Students to Achieve Success in Algebra and Geometry [in Berea]  
 Gearup/510/Fis Problem Solving: Mastering Essential Math Skills: 20 Minutes a Day to Success [in Berea and Richmond]  
 J/510/Gre Comic-Strip Math [in Berea]  
 J/510/Gre Funny & Fabulous Fraction Stories [in Berea]  
 J/510/Lee 40 Fabulous Math Mysteries Kids Can't Resist [in Berea]  
 J/510/Lee 5-Minute Math Problem of the Day: 250 Fun, Multi-Step Problems That Sharpen Math Reasoning, Number Sense, and Computation Skills [in Berea]  
 510/Mat Math Central Textbook [basic math; in Berea]  
 510/Mat Math Central Family Involvement Level 2 [Mathematical activities or games for students to do at home with family members in Berea; in English and Spanish.]  
 510/Mil Bob Miller's SAT Math for the Clueless [in Berea]  
 510/Spa Cracking the SAT Math 1 and 2 [in Berea]  
 J/510/Zem Everything You Need to Know About Math Homework [in Berea and Richmond]  
 512/Saf Precalculus [in Berea]  
 512/Sel Practical Algebra: A Self-Teaching Guide [in Berea]  
 512/Ste Intermediate Algebra [in Berea]  
 512/Ste/2<sup>nd</sup> Algebra 1 for Dummies [in Berea]  
 513/Blu Pre-Algebra Demystified: a Self-Teaching Guide [in Berea]  
 J513/Rog Usborne Illustrated Elementary Math Dictionary [in Richmond]  
 J/513/Win Problem Solving an Word Problem Smarts! [in Richmond]  
 J/513.2/Car Addition and Subtraction Smarts! [in Richmond]  
 J/513.2/Car Fraction and Decimal Smarts! [in Richmond]  
 J/513.2/Car Multiplication and Division Smarts! [in Richmond]  
 J/513.2/Car Percent and Ratio Smarts! [in Richmond]

### Videos:

- Nonfiction/Gearup/DVD/1<sup>st</sup> The 1<sup>st</sup>-7<sup>th</sup> Grade Math Tutor [2 dvds in Berea]  
 Nonfiction/DVD/Alg Algebra Adventure: Learning Algebra: The Basics [in Berea]  
 Educational Study/DVD/Bas Basic Math Interactive DVD [in Richmond]  
 Kit/510/Bas Basic Math [contains VHS videos, booklets, and a workbook; in Berea]  
 Nonfiction/DVD/Dec 1.5 Decimals [in Berea]  
 Educational Study/DVD/GED GED Calculator Essentials [in Richmond]  
 Educational Study/DVD/GED GED Mathematics [in Richmond; 3 dvds]  
 Nonfiction/Gearup/DVD/GED GED Mathematics Made Easy [3 dvds; in Berea]  
 Nonfiction/DVD/Geo Geometry [in Berea]  
 Educational Study/DVD/Lea Math Mania! Learning Basic Math Interactive DVD [in Richmond]  
 Juvenile Area/Nonfiction/DVD/Lea Learning Division [in Berea]  
 Juvenile Area/Nonfiction/DVD/Lea Learning Multiplication [in Berea]

Educational Study/DVD/Lea Learning Pre-Algebra Power! The Basics Interactive DVD [in Richmond]  
 Nonfiction/Gearup/DVD/Mas Mastering Essential Math Skills: 20 Minutes a Day to Success [in Berea and Richmond]  
 Nonfiction/Gearup/DVD/Mas Mastering Essential Math Skills: Pre-Algebra Concepts [in Berea]  
 Nonfiction/Vid/Mat Math...Who Needs It?! [in Berea]

## Library Materials for Learning About Money:

### Books:

332.024/Buc Credit Management Kit for Dummies [in Berea]  
 332.024/Gut Read World Math: Money and Other Numbers in Your Life [in Berea and Richmond]  
 332.042/Hun Debt-Proof Living: The Complete Guide to Living Financially Free [in Richmond]  
 J332.024/Hur High Performance Through Effective Budgeting [in Richmond]  
 Gearup/332.024/Hal Managing My Money: Banking and Budgeting Basics [in Berea]  
 332.024/Mon Frequently Asked Questions About Budgeting and Money Management [in Richmond]  
 332.024/Orm The 9 Steps to Financial Freedom [in Richmond and Berea]  
 332.024/Pat Be CentsAble: How to Cut Your Household Budget in Half [in Richmond]  
 332.024/Str Complete Idiot's Guide to Beating Debt [in Berea]  
 J332.0240084/Pet First Budget Smarts [in Richmond]  
 332.60972/Cra Jim Cramer's Stay Mad for Life: Get Rich, Stay Rich (Make Your Kids Even Richer) [in Richmond and Berea]  
 362.86820973/Pow Veteran's Benefits for Dummies [in Berea]  
 K/368/Ken Consumer Guide to Auto and Home Insurance Plus Disaster Guide [for Kentucky residents; In Berea]  
 368.4/Ede How to Win Your Unemployment Compensation Claim [in Berea]  
 368.4/Dic Keys to Understanding Social Security Benefits [in Berea]  
 378.3/Pay Paying for College Without Going Broke [in Berea and Richmond]  
 378.3/Fin Financial Aid for the Disabled and Their Families 2010-2012 [in Berea]

### Audiobooks:

CD/332.024/Kiy Rich Dad, Poor Dad (3 cds; In Berea)  
 CD/332.024/Kiy Rich Dad's Conspiracy of the Rich: The 8 New Rules of Money (8 cds)  
 CD/332.024/Orm The 9 Steps to Financial Freedom [in Richmond]  
 Aud/332.024/Orm The Laws of Money, the Lessons of Life (4 cassette tapes; in Berea)  
 CD/332.024/Orm The Money Class: Learn to Create Your New American Dream [9 cds in Richmond]  
 CD/332/024/Orm Women & Money: Owning the Power to Control Your Destiny (5 cds in Berea)  
 CD/332.024/Ram The Total Money Makeover: A Proven Plan for Financial Fitness (3 cds in Berea)  
 CD/332.609/Cra Jim Cramer's Stay Mad for Life: Get Rich, Stay Rich (Make Your Kids Even Richer) [5 cds in Berea and Richmond]

CD/332.63/Cra Jim Cramer's Mad Money (6 cds; in Berea)

### **Videos:**

Nonfiction/DVD/Fre Freakonomics [in Berea]

Nonfiction/DVD/Fre Free Money for Everybody: How to Get Government Grants for the Whole Family [in Berea]

Nonfiction/DVD/Ins Insider's Guide to New Car Buying [in Berea]

Nonfiction/DVD/643/Roa The Road to Your New House [Kentucky Real Estate Commission; in Berea and Richmond]

Nonfiction/DVD/Suz Suze Orman's Money Class: Learn to Create Your New American Dream [in Berea]

### **Computer Programs:**

**Consumer Reports Database:** [Available through the Library Website] This website includes product reviews and ratings on things like cars, appliances, electronics, and more. It is a very good resource when you are going to make a big purchase. Even if you will buy a used item, Consumer Reports can help you decide what brands are best.

**Learning Express Library:** [Available through the Library Website] In the Skill Building for Adults section, we have a program called "Personal Finance Skills Improvement", or ***Goof Proof Personal Finance!*** In these tough economic times, it is more important than ever to stick to a personal spending budget and to plan wisely for a solid financial future. It doesn't have to take a lot of time to implement procedures that will help you to better manage your money. All you have to do is follow the information and advice found in ***Goof-Proof Personal Finance.***

***Goof-Proof Personal Finance*** includes the following key topics and more:

- Monitoring spending habits and getting organized for saving
- Managing bills and gaining control of large debts
- Securing home equity loans and mortgages, plus refinancing strategies
- Investing for the future and understanding retirement plans
- Budgeting, saving, and spending wisely on a wedding
- Financing a college tuition and learning about education savings plans

**Consumer Jungle:** Go to <http://www.consumerjungle.org/> to see this site recommended by the Kentucky Department of Education for students who want to learn how to become savvy consumers. There is also a section for parents on how to help your teenagers be money-smart!

**It All Adds Up:** Go to <http://www.italladdsup.org/> to see this interactive website with information on five different financial areas: credit management, buying a car, paying for college, budgeting, and saving and investing. This site is recommended by the Kentucky Department of Education.



## **Library Materials for Education/Learning Skills for Children, Parents, and Adults:**

### **Books:**

- J371.3/Jam How to Be School Smart: Super Study Skills [in Berea and Richmond]
- Gearup/371.334/Joh Online Education for Dummies [in Berea]
- Gearup/371.829/Dab Help Your Children Succeed in High School and Get to College [in Berea]
- 371.9/Rei Exceeding Expectations: Successful Adults with Learning Disabilities [in Berea]
- 371.9/Sha Facing Learning Disabilities in the Adult Years [in Berea]
- 371.91/Sha Overcoming Dyslexia: A New and Complete Science-Based Program for Reading Problems at Any Level [in Richmond]
- 371.92/Smi Learning Disabilities: A to Z: A Parent's Complete Guide to Learning Disabilities From Preschool to Adulthood [in Berea]
- 372.21/Wha What Your Preschooler Needs to Know [The Core Knowledge Series is a really good set of books for parents who want to understand the basic ideas and skills that their children should be learning in each grade from preschool through 6th grade. The public library in Berea has all of these books; Richmond has *What Your Fourth Grader Needs to Know.*]
- 373.12/Ste Peterson's Master the GED [in Berea and Richmond]
- 378/Pie Countdown to College: 21 'To Do' Lists for High School [in Berea]
- Gearup/378.1/Bea Bears' Guide to Earning Degrees by Distance Learning [in Berea and Richmond]
- Gearup/378.1/Col College Access and Opportunity Guide [in Berea]
- Gearup/378.1/Fis Fiske 250 Words Every High School Freshman Needs to Know [in Berea and Richmond]
- Gearup/378.19/Lat Latino Student's Guide to College Success [in Berea]
- Gearup/378.198/Bol College Without High School: A Teenager's Guide to Skipping High School and Going to College [in Berea]
- 378.3/Pay Paying for College Without Going Broke [in Berea and Richmond]
- Gearup/378.3/Sch Financial Aid for the Disabled and Their Families 2010-2012 [in Berea]
- 378.73/Pet Peterson's Four-Year Colleges 2012 [in Berea and Richmond]
- Gearup/378.73/Pet Peterson's Two-Year Colleges 2012 [in Berea and Richmond]

### **Videos:**

- Nonfiction/DVD/Dem Demystifying Dyslexia [in Berea]
- Nonfiction/Vid/Goi Going to School [in Berea]
- Nonfiction/DVD/Nor Normal People Scare Me: A Film About Autism [in Berea]
- Nonfiction/DVD/Stu Stuttering and Your Child: Help for Parents [in English & Spanish; in Richmond]
- Nonfiction/DVD/Stu "Stuttering: Straight Talk for Teens" and "If You Stutter: Advice for Adults" [in Berea]

## Library Materials for Learning About Employment Issues:

### Books:

- 332.024/Bra Financial Planning for Your First Job [in Berea and Richmond]  
 365.6/Kra The Ex-Offender's Job Interview Guide [in Berea]  
 373.12/Dri Where Do I Go From Here? Getting a Life After High School [in Berea]  
 381.19 CRO Start and run a profitable secondhand store [in Berea]  
 428.34/Rob Speaking Up at Work [in Berea]  
 648.5 BEW Start & run a home cleaning business [in Richmond]  
 650.1/Whi Resume Magic [in Berea and Richmond]  
 650.14/Ene Cover Letter Magic [in Berea and Richmond]  
 651.8 HAG Start and run a profitable office service business from your home [in Berea]  
 745.5 HYN Start & run a craft business [in Berea]

### Computer Programs:

**Auto Repair Reference Center:** [Available through the Library Website] If you work on cars for a living, or want to save money by working on your own car, this is a good program to look at. It contains information on most major domestic and imported cars from 1945 to present. It includes drawings, step-by-step photos, technical service bulletins and recalls, wiring diagrams, specs and maintenance schedules.

**Small Business Reference Center:** [Available through the Library Website] This program gives information on starting your own company, management, sales, and growing or rescuing a business.

**Learning Express Library** [Available through the Library Website] There are several sections in this computer program that might help you in preparing for, getting, and keeping a job. If you don't have a high school degree or a GED, you can visit the *GED Preparation* section. There is also a *Job Search and Workplace Skills* section with information on topics like interviews, resumes, and success on the job, a *Jobs and Careers* section where you can take practice tests for different jobs, such as the Commercial Driver's License, Military jobs, Plumber's and Electrician's license test preparation, and more, and a *Skill Building for Adults* section that includes reviews of reading, writing and grammar skills, math skills, and public speaking skills. If you are thinking of college, you can check out the *College Preparation* section as well.

**Kentucky Adult Education:** Go to <http://kyae.ky.gov/students/> for information on preparing for a better job and services for laid-off workers. You can also call 859-622-8065 to talk to someone at the Madison County Adult Education center which offers services such as adult education classes, GED preparation, family literacy instruction, English as a second language classes, workforce education and reading instruction for eligible Kentuckians.

**Central Kentucky Career Center:** Visit this website for job listings and Job Fairs in central Kentucky, and for links to other places to look for jobs. Go to <http://www.ckycareers.com/>.

**Occupational Outlook:** Go to [www.bls.gov/oco](http://www.bls.gov/oco) to read descriptions of different types of jobs, find out what the pay ranges are, the requirements and training needed, and what to expect if you choose this job.

**Job Hunting/Job Scams:** Go to the Federal Trade Commission (FTC) website, [www.ftc.gov/jobscams](http://www.ftc.gov/jobscams), for information on how to avoid being fooled when you are applying for jobs. Be careful about using a job placement service that charges a lot of money or that guarantees a job. The FTC also has information on their site about budgeting and getting out of debt: <http://www.ftc.gov/bcp/edu/microsites/moneymatters/jobs.shtml>.

### **JobShop Job Search Guides:**

These are 2-4 page guides to help you through the job search process. They deal with “**General Information and Situations**,” such as being laid off, quitting, and relocating; “**Finding the Jobs**” through want ads, job fairs, internet, and more; “**Marketing Yourself**” with resumes, cover letters, job applications, and more; and “**Interviewing and Beyond**” which focuses on topics like interview styles, first impressions, starting a new job, and keeping a job. They are free and available at the library. You can take one of as many job guides as you want.

## **A Few Parenting Resources:**

CD/649/Fox Reading Magic: Why Reading Aloud to Our Children Will Change Their Lives Forever (3 cds; in Berea)

Nonfiction/Gearup/DVD/Chi A Child With Special Needs [in Berea]

Nonfiction/Gearup/DVD/Dis Discipline: Teaching Limits With Love [in Berea]

Nonfiction/Gearup/DVD/Fir First Years Last Forever [in Berea]

Nonfiction/Gearup/DVD/Rea Ready to Learn [in Berea]

Nonfiction/Gearup/DVD/Ten Ten Things Every Child Needs for the Best Start in Life! [in Berea]

Nonfiction/DVD/To To Be a Father [in Berea]