

3 Read this conversation

Pat is going to write an article about libraries. He's talking to Jay, the librarian.

PAT How do you choose new books for the library?

JAY We usually choose them from catalogues. Or sometimes readers request books.

PAT So then you order them from a bookshop, do you?

JAY That's right. And we sometimes order two or more copies of a very popular book.

PAT What do you do when the books arrive? Read them?

JAY Well, we don't have time to read all of them, but we read a few, yes. Before we put the books on the shelves we have to do quite a lot of work. We have to cover them to keep them clean. We give each book a number and write an index card for it. Then the books go on to the shelves.

PAT And people borrow them.

JAY Some books are more popular than others, of course. We have to repair books after a while.

PAT What do you do?

JAY It depends. Sometimes we give a book a new cover.

PAT Do you lose a lot of books?

JAY Some, yes, but not many. When we check the shelves, which we do quite often, we usually find that some books have disappeared. We find a few of them later on.

PAT What happens to books which are very old and dirty, books that can't be borrowed any more?

JAY We sell them, or we give them away, or we throw them out.

PAT You sell them? Well, please let me know when you're having a sale! New books are so expensive nowadays.



Now complete these sentences from Pat's article

New books ¹ are chosen from catalogues, or sometimes they ² _____
_____ readers. Then the books ³ _____
_____ bookshop. Sometimes two or more copies ⁴ _____ if the book is
very popular. When the books arrive, a few of them ⁵ _____ the
library staff. They ⁶ _____ to keep them clean, and each book ⁷ _____
_____ a number. Then the books are put on to the shelves and can ⁸ _____
_____. Every year a number of books ⁹ _____, but some ¹⁰ _____
_____ later on. Books which are very old can't ¹¹ _____ any
more, and these books ¹² _____, or else they ¹³ _____
_____, or they ¹⁴ _____.