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PREVIEW | Your Taxes at Work

■ How much do you already know about the material in this unit? Circle letters or words to correctly complete the sentences. Answers are upside down at the bottom of the page.

1. Your local phone book or online directory lists community resources in special (government / business) pages.
2. One example of a public resource is (Phil's Meat Market / the National Weather Service).
3. Your state's Department of Public Transportation could help you get a (flu shot / bus schedule).
4. Most public libraries lend reading materials for (free / a small fee).
5. Besides books, many public libraries provide (public computers / transportation).
6. To be sure the item you're mailing reaches its destination, you could send it (special handling / certified mail).
7. The fastest mail delivery is
 - a. first class.
 - b. Priority Mail.
 - c. Express Mail.
8. To reserve a baseball field, call the
 - a. Department of Health and Human Services.
 - b. Department of Parks and Recreation.
 - c. Better Business Bureau.
9. Public libraries get most of their funding from
 - a. taxpayers.
 - b. local businesses.
 - c. paying customers.
10. *Parcel post* is a mailing method used for sending
 - a. packages.
 - b. money.
 - c. important documents.

Answers: 1. government 2. the National Weather Service 3. bus schedule 4. free 5. public computers 6. certified mail 7. c 8. b 9. a 10. a

LESSON**1 Public Resources**

City, county, state, and federal governments provide countless services for citizens. Do you know about these services in your community? You'll find they can help you often in your daily life!

One of the best ways to locate public resources is to look in the local phone book or online directory. Usually, special government pages provide phone numbers for these agencies. The list below identifies some public services you are likely to see listed.

PUBLIC RESOURCES

(Check listings under *county, state, and federal governments.*)

ARMED SERVICES

Air Force, Department of
Air National Guard
Army, Department of
Coast Guard
Marine Corps
National Guard
Navy

Public Transportation
Recycling
Senior Citizen Services
Unemployment
Veterans' Services
Neighborhood
Associations
Public Libraries

**CERTIFICATES AND PERMITS**

Birth/Death Certificates
Driver's License
Fish and Wildlife
Marriage Licenses
Motor Vehicle
Registrations
Passports

EDUCATION

Public Elementary Schools
Public High Schools
City, County, and State
Colleges

Aging and Disability
Environmental Health
Food Handlers Programs
Communicable Disease
Control
Neighborhood Health
Clinics
Emergency Medical
Services
Traveler's Clinics
Health Care Providers
Licensing Boards

COMMUNITY SERVICES

Abuse/Assault Hotlines
Airports
Animal Control
Better Business Bureau
Chamber of Commerce
Employment
Fire Department
Food Stamps
Garbage Collection
Handicapped Services
Highways
Housing
Parks and Recreation

GOVERNMENT

City Hall
Courts
Drug Enforcement
Governor's Office
Social Security
Voter Registration/
Information
Zip Codes

LAW ENFORCEMENT

City Police Department
County Sheriff's Office
State Patrol
Federal Bureau of
Investigation (FBI)
Crime Prevention

HEALTH AND HUMAN SERVICES

HOTLINES: *mental health, poison control, alcohol information, communicable diseases, teen health, and suicide prevention*
Medicare

WEATHER

Weather Service
Road and Weather
Conditions

■ **Thinking It Over:** Write **T** for *true* or **F** for *false*.

According to the list . . .

1. ___ public agencies provide information about programs at local parks.
2. ___ public agencies provide scores for sporting events.
3. ___ public agencies often provide services for senior citizens and the handicapped.
4. ___ you will find the White House listed in your local phone book.

■ **Recalling Details on the List**

Who would you contact if . . .

1. you wanted to report a stray dog roaming your neighborhood?

2. you're planning a trip to Europe and need to obtain the required documents?

3. you need a city bus schedule?

4. a child you're babysitting eats laundry soap and you need to know what to do?

5. you want to set up a neighborhood watch program?

6. you want to complain about the potholes on the main road leading to your home?

■ **Key Vocabulary**

1. A _____ is a person who has served in the armed forces.
2. _____ means putting something to use again and again.
3. A _____ is a paper of identification given by the government to a citizen traveling in a foreign land.
4. The _____ is a community group that promotes a city and its businesses.
5. _____ is a national health program that funds medical care for older people.

■ **On Your Own**

Select two resources from the list that *you* might find useful. Name the agencies and explain why and how you would use them.

LESSON**2 Library Services**

Lisa Merks is a teen volunteer at her county's public library. She is impressed by the services that the library offers the community. "It's about more than just books!" Lisa explains. "The library is about sharing information, ideas, and entertainment!"

Lisa urges citizens to vote "yes" for new library funding. In the campaign speech below, she points out that the library is one of the community's most valuable resources. It has something for everyone!

Do you have a library card? If not, you're missing a great value! Library cards are free to those who live in the area. To get one, just fill out a form. Then present identification that shows your address. Once you get your card, you can take advantage of the library's array of services.

Books, DVDs and CDs, podcasts, magazines, computer software, audiotapes, pamphlets, and even artwork and tools—you can borrow them all from your library! And there's so much more. . . .

Do you have a question or need help with research? Get answers from the reference staff in person, by phone, or by computer. Library Web sites offer endless amounts of information. An online catalog lists and describes thousands of books. Another link lets you research anything from the arts to community activities to the weather. Online book lists help you select reading material. Special web pages are designed especially for seniors, children, and those who speak a foreign language.

What else does your library offer? Check out the monthly calendar of events! You'll find author visits, book discussions, homework helpers, story times, and art exhibits. Many branches have meeting rooms for community groups. If you don't have a home computer, you can take advantage of the library's public computers and Internet access. Job seekers can check the want ads online and in newspapers from cities all around the country. And remember that all these services are free! Your library card is your key to the kingdom of information.

■ **Thinking It Over**

1. List three things you could borrow from a public library.

2. Name three types of Web sites or Web pages the public library offers.

3. What are two group activities you could participate in at the library?

- **Summarizing:** Use information in the reading to complete the following sentence.

Lisa feels that taxpayers should support the public library because

■ **Key Vocabulary**

1. Smaller libraries—those away from the main one but part of the same system—are called _____.

2. A compact disc, or _____, records music or words and can be read and played with a laser beam.

3. A digital videodisc, or _____, records sounds and images, such as movies, for playback.

4. A _____ is any source that gives information.

- **Recalling Details:** Put a checkmark (✓) by the services that the public library does *not* offer.

1. ___ books to borrow
2. ___ podcasts to download
3. ___ clothing to borrow
4. ___ book lists
5. ___ book groups
6. ___ health clinics
7. ___ story times
8. ___ homework help
9. ___ employment counseling
10. ___ money for a loan

■ **On Your Own**

1. What library service, if any, do you most often use?

2. Do you think the tax dollars that go to public libraries are well spent? Explain why or why not.
