

LIBRARY CURRICULUM GUIDELINES: SCOPE AND SEQUENCE

*Skill is introduced at this grade level •Skill is continued at this grade level

SKILLS	K	1	2	3	4	5	6	7	8
Strand .1: ORIENTATION AND PROCEDURES									
a. Location of library/sections in library	The student will:								
Learn location of library in school	*	•							
Locate circulation desk and library personnel	*	•							
Locate easy book area	*	•	•						
Learn that the library/media center contains many kinds of materials	*	•	•						
Locate fiction: hardback/paperback			*	•					
Locate nonfiction/biography			*	•					
Locate current/past periodicals			*	•					
Locate reference section				*					
Locate catalog/automated catalog				*					
Understand and locate all sections: fiction, non-fiction, reference, periodicals, biography. etc.					*	•			
Independently use signage and knowledge of layout to locate materials in the library/media center							*	•	•
b. Rules	The student will:								
Be able to work in a group	*	•							
Replace materials (books, chairs, etc.) in proper place when finished	*	•							
Demonstrate courteous, cooperative behavior in the library	*	•	•	•					
Care for books, AV, and electronic materials appropriately	*	•	•	•	•	•	•	•	•
Identify and observe library conduct rules	*	•	•	•	•	•	•	•	•
Follow circulation procedures and rules	*	•	•	•	•	•	•	•	•
Take personal responsibility for keeping materials in order on the shelf			*	•	•	•	•	•	•
Understand and follow current library policies, procedures, rules						*	•	•	•
Independently take responsibility for his/her borrowing and returning of library materials						*	•	•	•
Demonstrate appropriate library and online etiquette					*	•	•	•	•
c. Library terminology	The student will:								
Understand proper library/media center terminology (ex. library, librarian, picture book, easy, easy readers)	*	•	•	•					
Understand proper library/media center terminology (ex. fiction, non-fiction, biography, call number)		*	•	•					
Understand library/media center terminology (ex. circulation desk, catalog/automated catalog, renew)			*	•					
Understand library/media center terminology (ex. media, periodical, vertical file, CD-ROM)				*	•				
d. Listening skills	The student will:								
Listen to oral reading	*	•	•	•	•	•	•	•	•
Listen to directions	*	•	•	•	•	•	•	•	•
Listen for a specific purpose (ex. to extract needed information)	*	•	•	•	•	•	•	•	•
SKILLS									
Strand .2: ORGANIZATION OF MATERIALS IN LIBRARY									
a. Shelving schemes	The student will:								
Realize that shelving order helps locate books	*	•							
Know how materials are shelved in easy reader area	*	•							

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Understand that all library materials are organized in a system (print and non-print)		*	•	•	•														
Recognize importance of alphabetical and numerical order to a library/media center		*	•	•															
Locate and use shelf guides		*	•	•															
Connect author's last name with spine label		*	•																
Know that call numbers help locate materials			*	•															
Know that fiction is shelved by ABC order and author's last name			*																
Locate fiction books on shelf by author's last name			*	•	•	•													
Know that nonfiction is classified according to subject				*	•														
Relate Dewey Decimal system to school subjects and information needs				*	•	•	•	•											
Locate non-fiction books on shelf by Dewey Decimal number				*	•	•	•	•											
Understand the organization and use of Dewey classifications					*	•	•												
Locate biography books by their classification scheme					*	•	•												
1. Organization/use of catalog The student will:																			
Use library catalog by author, title, subject, and/or keyword					*	•	•	•	•	•	•								
Search automated catalog (if available) using advanced searches (ex. Boolean)								*	•	•	•								
2. Bibliographic records The student will:																			
Define the term catalog record					*	•	•												
Read catalog format: author, title, publisher, date, call number					*	•	•	•											
Read catalog format: subjects, summary, notes, editions						*	•	•											
Understand what information can be obtained from catalog record					*	•	•	•											
Strand .3: PRINT and MEDIA AWARENESS																			
a. Non-book media The student will:																			
Know that information and literature are available in various print formats (ex. books, newspapers, magazines, etc.)		*	•	•	•														
Know that information and literature is available in multimedia and electronic formats (ex. CD-ROM, electronic databases)				*	•	•	•	•	•	•									
Recognize and understand the elements of a newspaper																		*	•
Recognize and understand the elements of a magazine																		*	•
Use components of a Web page (if available) for bibliographic information														*	•	•			
Identify formats of other non-print resources (ex. CD-ROM, videotape, etc.)																		*	•
SKILLS																			
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b. Parts of books The student will:																			
Be familiar with the concepts of author and illustrator		*	•																
Understand that the title is name of book and locate title		*	•																
Identify book cover and spine		*	•																
Identify title page and end papers as predictors of the story		*	•	•															
Identify title, author, illustrator		*	•	•															
Identify publisher, place of publication, copyright date			*	•	•														
Locate and use table of contents			*	•	•	•	•												
Locate and use index				*	•	•	•												
Locate and use guide words					*	•	•	•											
Locate and use glossary					*	•	•	•											

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b. Using sources to obtain needed information									
1. Using search strategies The student will:									
Be able to formulate simple search strategies (ex. brainstorm topics, use keyword strategies)					*	•	•	•	•
Be able to use "and," "or," and "not" search strategies							*	•	•
2. Locating information in and within sources The student will:									
Use alphabetical order to locate information					*	•	•		
Alphabetize to the third letter						*			
Use dictionary appropriate to grade level for spelling, pronunciation, meaning and parts of speech					*	•	•		
Use a general encyclopedia appropriate to grade level					*	•	•		
Use an atlas appropriate to grade level					*	•	•		
Use glossary and thesaurus					*	•	•		
Use electronic equivalents of print reference materials at grade level (if available)					*	•	•	•	•
Use biographical dictionaries								*	•
Use subject encyclopedias								*	•
Use subject dictionaries								*	•
Use print indexes to magazines, newspapers (if available)								*	•
Use quotation sources such as Bartlett's								*	•
Identify community resources for information								*	•
<i>Note: The following two objectives are taught/evaluated in collaboration with the technology teacher, and are taught if the needed electronic resources are available in the school:</i>									
The student will:									
Use the basic search on internet search engines to search for information						*	•	•	•
Use the advanced search on internet search engines to search for information							*	•	•
3. Recording information for later use The student will:									
Record information for later use using note-taking strategies							*	•	•
c. Producing a product to communicate information The student will:									
Credit sources in a proper bibliographic format								*	•
Compile a bibliography using a style required by teacher								*	•
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Strand .6: EVALUATION OF INFORMATION									
The student will:									
Discuss to assess fiction (good story, illustrations, etc.)					*	•	•	•	•
Discuss strategies to assess non-fiction (ease of use, accuracy, suitability for task)					*	•	•	•	•
Understand difference and strengths of search engines (if available)							*	•	•
Be aware of strategies to assess the value of Internet sites (if available)							*	•	•
Be aware of fact, opinion, propaganda, bias and point of view in information							*	•	•
Be aware of purpose, scope, authority, audience, strength, weaknesses of an information source							*	•	•

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Strand .7: VISUAL LITERACY										
The student will:										
Use visuals as ways to learn new concepts										
Locate pictured objects and events in time and space (ex. costume, transportation, placement of objects, type fonts)	*	•	•	•	•	•	•	•	•	
Discuss whether or not illustration tells story and/or extends the text	*	•	•	•	•	•				
Use graphic aids to obtain information: charts, tables, maps, graphs, etc.				*	•	•	•	•		
Be aware that artwork can express mood and tone of the work	*	•	•	•	•	•				
Strand .8: ETHICAL USE OF INFORMATION										
The student will:										
Understand that copying information without credit is wrong and has consequences						*	•	•		
Credit sources when doing research						*	•	•	•	•
Understand the term "copyright" and respect copyright laws						*	•	•	•	•
Use Internet (if available) according to Acceptable Use guidelines of school						*	*	*	•	•
Understand the term "plagiarism" and the consequences of plagiarism							*	•	•	•