

## **Library**

## **Pre-Kindergarten**

### **Purpose**

The purpose of the library program is to provide a sequence for children to learn library and information skills. Students are encouraged to develop to their full potential within a Christ-centered challenging academic environment. These skills and concepts build on each other. One skill aids in the learning of another. Through regular use of the program, library skills are gradually developed.

The skills sequence is structured so that students will learn the basic library skills by the end of elementary school. In this way a foundation is provided for individual, independent use of a library media center at the secondary level.

### **Outcomes**

The students will

- develop listening skills.
- develop literature appreciation.

### **Teaching Strategies**

- Small reading groups
- Choose books that tell a vivid, simple story
- Learn their first name
- Establish a routine use attention getting devices

### **Assessments**

- Can participate in discussion following a story
- Share ideas about a story

## **Resources**

- Award winning books
- Fables and fairy tales

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### **Outcomes**

#### Organization of materials

The students will

- know that materials in a library media center have a specific order.
- develop an understanding of their own part in keeping the materials in order.

#### Evaluation and selection

The students will

- know that a library media center has books to borrow and use.
- choose a book to borrow with assistance from the library media specialist.
- take proper care of the books borrowed.
- follow circulation procedures.

#### Listening and view skills

The students will

- be able to attend to the sights and sounds of story telling.
- participate in discussion following a story.

## **Teaching Strategies**

- Small group reading
- Choose books that tell a vivid, simple story
- Learn their first name
- Use their first name in beginning alphabetical order
- Establish a routine
- Use attention getting devices when reading
- Practice writing their names on book cards

## **Assessments**

- Can participate in discussions following a story
- Share ideas about a story
- Provide an abundance of easy to read books

## **Resources**

- Award winning books
- Fables and fairy tales

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**Outcomes**

## Location skills

The students will

- locate a book in the easy section by the author's last name.
- know that the spine label tells where the book is placed on the shelf.
- locate books in the easy section and chooses books that they are able to read.

## Parts of a book

The students will

- identify the cover.
- identify the spine and spine label.
- identify the title page.
- identify the title, author and illustrator.
- identify the publisher, place of publication, and the copyright date.

**Teaching Strategies**

- Use of alphabetical order with their last name
- Work sheets with authors last name to be put in ABC order
- Locating authors by their last name
- Library bingo
- Award winning books displayed

## **Assessments**

- They will be able to locate their favorite authors by shelf location
- Exposure to award winning books will lead to a want to read more

## **Resources**

- Beck, Margaret V.-Library Skills
- Byrne, Anne L.-Fiction and Biography
- Mallet, Jerry J.-Library Skills Activities Kit
- Polette, Nancy-Library Skills for the Primary Grades
- Snoddon, Ruth V.-Library Skills Games
- Troll-Library Adventure

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identify the publisher, place of publication, and the copyright date.

**Teaching Strategies**

- Work sheets alphabetizing authors by their last name
- Locating books on the shelf by the authors last name
- Read instructions together
- Library games

## **Assessments**

- Choosing chapter books they are able to read
- Choosing books on subjects of interest and personal preference
- Understands the various forms of literature available

## **Resources**

- Beck, Margaret V.-Library Skills
- Cox, Leona K.-Learning to use the Library
- Mallet, Jerry J.-Library Skills Activity Kit
- Polette, Nancy-Basic Library Skills
- Polette, Nancy-Library Skills for the Primary Grades
- Snoddon, Ruth V.-Library Skills Games
- Taylor, Paige-Dewey and the Decimals
- Troll-Library Adventure

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**Outcomes**

## Card catalog

The students will

- understand that every book and most other material in a library media center have at least one card in the card catalog.
- locate materials using call numbers on cards.
- know there is information on the catalog card that tells about the book.
- know the parts of a book that is listed on the catalog card.

## Alphabetizing

The students will

- know library books are shelved alphabetically using the author's last name.
- know biography is shelved alphabetically by the subject's last name.

## Subject heading

The students will

- know the card catalog has subject cards.
- look up a subject and find a call number.
- locate a book on a subject using the catalog card with some assistance.

## Fiction and Non-fiction

The students will

- define the difference between fiction and non-fiction.
- know the two main categories in a library media center that are fiction and non-fiction.

## Dewey Decimal

The students will

- become familiar with call numbers and their relation to the location of a book on the shelf.
- understand the general shelf arrangement of library media center materials.
- know Dewey Decimal number by number order.

## Reference Collection

The students will

- know the difference between the reference collection and the regular collection.
- locate information in encyclopedias and dictionaries with some assistance.
- use alphabetical arrangement in finding information.
- use an index and table of contents with assistance.

## Teaching Strategies

- Weekly worksheets on the card catalog and how it is arranged
- Have the student find particular books on the shelf by using the card catalog
- Games associated with the Dewey Decimal System
- Quizzes with duplicate catalog cards in finding books

## Assessments

- See how well the student can use the library on their own
- Can find fiction and non-fiction books on their own
- See how comfortable they are in choosing their own books

## Resources

- Beck, Margaret V.-Library Skills- Using the Card Catalog
- Beck, Margaret V.-Library Skills-Using the Dewey Decimal System
- Byrne, Anne-The Dewey Decimal System
- Byrne, Anne-Fiction and Biography
- Byrne, Anne-Helpful Rules for the Card Catalog
- Cox, Leona K.-Learning to Use the Library
- Lakritz, Esther-Developing Library Skills
- Polette, Nancy-Basic Library Skills
- Snoddon, Ruth V.-Library Skills Games
- Troll-Library Adventure

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**Outcomes**

## Card Catalog

The students will

- understand that the card catalog is an index to a library media center collection.
- locate materials using the call numbers on cards.
- use the card catalog to locate materials by author, title and subject.

## Alphabetizing

The students will

- alphabetize by interior letters of words.
- interpret drawer labels on the card catalog.

## Dewey Decimal System

The students will

- understand the difference between fiction and non-fiction.
- understand the purpose of the Dewey Decimal System is to pull together materials on the same subject.
- locate materials by using call numbers.
- get acquainted with the ten main classes.
- know Dewey Decimal number by number order.

## Reference

The students will

- use encyclopedias for answering questions as a starting point for doing research.
- use of the encyclopedia index to locate quickly the volume and page number to locate information on a specific subject.
- use dictionaries are used to look up definitions.
- use of alphabetical order and guide words.
- know that an atlas is a book of maps.
- know that an almanac is a source of statistics and other current facts.

## Teaching Strategies

- Use of duplicate library catalog cards to find books
- Three card search, author, title and subject
- Explore encyclopedias and dictionaries and see how they are arranged
- Dewey Decimal games to locate books on the shelf
- Work sheets on the above

## Assessments

- Participation in group activities in doing research by helping one another
- Correcting and discussing the worksheets done in class

## Resources

- Beck, Margaret V.-Library Skills Using the Card Catalog
- Beck, Margaret V.-Library Skills Using the Dewey Decimal System
- Beck, Margaret V.-Library Skills Using Reference Material
- Byrne, Anne-The Dewey Decimal System
- Byrne, Anne-Fiction and Biography
- Byrne, Anne-Helpful Rules for the Card Catalog
- Cox, Leona K.-Learning to Use the Library
- Lakritz, Esther-Developing Library Skills
- Milliken Publishing-Library Skills 4-6
- Prizzi, Elaine-I.M.A. Booksnoop Skills Kit
- Taylor, Paige-Dewey and the Decimals
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**Outcomes**

## Card Catalog

The students will

- understand that the card catalog is an index to the library media collection.
- can locate materials using the call numbers on cards.
- can use card catalog to locate materials by author, title and subject.
- can interpret information on the catalog cards.
- can use the information on the catalog cards to compile a simple bibliography.

## Alphabetizing

The students will

- alphabetize by interior letters of words.
- interpret drawer labels on card catalog.

## Fiction and Non-Fiction

The students will

- understand the difference between fiction and non-fiction.
- know the various kinds of fiction: adventure, fantasy, historical, humorous, mystery, realistic, and sports.
- use non-fiction collection as a source of information.

## Dewey Decimal System

The students will

- understand the purpose of the system.
- understand the ten main classes.
- understand the ten main classes can be divided and subdivided into more specific subjects.
- locate materials using call numbers.

## Reference Collection

The students will

- distinguish the unique characteristics of various references sources.
- use almanacs to find statistics.
- use atlases to locate places.
- use biographical and geographical dictionaries.

## Biographical Sources

The students will

- locate information about a person.
- know the difference between biography, autobiography and collective biography.

## Teaching Strategies

- Planned work sheets for the topics above
- Use of library games
- Shelving library books as a way of learning Dewey Decimal
- Use of duplicate catalog cards to find books on the shelf
- Use of duplicate catalog cards to use the card catalog properly
- Using the card catalog as information for bibliographies

## Assessments

- Quizzes corrected in class
- Participation in group assignments
- Participation in class discussions

## Resources

- Beck, Margaret V.-Library Skills Using the Catalog Card
- Beck, Margaret V.-Library Skills Using the Dewey Decimal System
- Beck, Margaret V.-Library Skills Using Reference
- Byrne, Anne-The Dewey Decimal System
- Byrne, Anne-Helpful Rules for the Card Catalog
- Lakritz, Esther-Developing Library Skills Using Library Reference
- Milliken Publishing-Library Skills 4-6
- Prizzi, Elaine-I.M.A. Booksnoop Skills Kit
- Taylor, Paige-Dewey and the Decimals
- Turrell, Linda-Library Skills Grade 5
- Welken, Marion-Library Skills Using the School Library

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**Outcomes**

## Card Catalog

The students will

- understand that the card catalog is an index to the library media collection.
- locate materials using the call numbers on the cards.
- use the card catalog to locate materials.
- interpret information on the catalog cards.
- use information on the catalog cards to compile a bibliography.

## Dewey Decimal System

The students will

- understand the ten main classes.
- understand that the ten main classes can be divided and subdivided into specific subjects.
- understand the purpose of the system.
- locate materials by using call numbers.

## Reference Collection

The students will

- distinguish the unique characteristics of various reference sources.
- determine the reference source most appropriate for a specific purpose.
- use encyclopedias, dictionaries, atlases, almanacs, biographical and geographical dictionaries.

## Research and Reporting

The students will

- locate materials to discover what others may have found out about a topic.
- use ideas gained through different materials.
- carry research to a conclusion.
- present information in a written or oral report.
- make a bibliography of author, title, publisher, and copyright date.

## Teaching Strategies

- Review of all skills learned in grades kindergarten through five
- Review skills through library games
- Read non-fiction material for research
- Use of almanacs, the atlases, CD-ROM'S, and computer databases
- Use of this information for critical thinking and problem solving
- Evaluate information in websites

## Assessments

- Students are able to use the media center independently
- Students have an understanding of the available resources and knows the steps to take to locate these materials
- The student can find the materials needed and follow circulation procedures without assistance
- Additional instruction maybe needed by some students

## Resources

- Beck, Margaret V.-Library Skills Using Reference Materials
- Finch, Spenser-Map Crosswords That Teach Map and Geography Skills
- Gregorich, Barbara-The Reading Comprehension Adventure
- Lakritz, Esther-Developing Library Skills Using Library References
- Millikien Publishing, Library Skills 4-6
- Prizzi, Elaine-I.M.A. Booksnoop Skills Kit
- Snoddon, Ruth V.-Library Skills Game
- Turrell, Linda-Library Skills Grade 6
- Welken, Marion L.-Library Skills Using the School Libra

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- use the card catalog to locate materials.
- interpret information on the catalog cards to compile a bibliography.

## Dewey Decimal System

The students will

- understand the purpose of the system.
- understand the ten main classes.
- understand that the ten main classes can be divided and subdivided into more specific subjects.
- locate materials using call numbers.
- use the non-fiction collection as a source of information.

## Research and Reporting Techniques

The students will

- locate materials.
- use ideas gained through different materials.
- carry research through to a conclusion.
- present information in a written or oral presentation.

- make a bibliography of sources used in a report.
- understand the function of a footnote.

### **Teaching Strategies**

- The advanced level consists of independent use of a library media center especially for those who have followed the program sequentially through kindergarten to sixth grade
- Coordination with classroom assignments so that library has the resources available
- Assignments will be given that require the student to use various reference materials
- Basic use of parts of a book, appendices, bibliographies, atlases, online data

### **Assessments**

- Location, use, evaluation, and communication of information
- Use of technology in research
- Study and appreciation of literature
- Critical reading, listening and viewing skills

### **Resources**

- Beck, Margaret V.-Library Skills Using Reference Material
- Lakritz, Esther-Developing Library Skills Using References
- Mallet, Jerry J.-Library Skills Activities Kit
- Prizzi, Elaine-I.M.A. Booksnoop Skills Kit
- Snodden, Ruth V. Library Skills Game

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**Outcomes**

## Card Catalog

The students will

- understand that the card catalog is an index to the library media collection.
- locate materials using call numbers on catalog cards.
- use the card catalog to locate materials by author, title, and subject.
- interpret information on catalog cards, for example, type of material, level of material, how recently published, whether illustrated.
- compile a bibliography with the information on the cards.
- know a computer may serve the same function as the card catalog.

## Fiction and Non-fiction

The students will

- understand the difference between fiction and nonfiction.
- know various kinds of fiction.
- read some of each of the various types of fiction.
- use the nonfiction collection as a source of information.

## Dewey Decimal System

The students will

- understand the purpose of the system is to pull together materials on the same subject and literary form.
- understand the ten main classes.

- understand that the ten main classes can be divided and subdivided into more specific subjects.
- locate materials using call number.
- know that the Library of Congress cataloging is used in university and other large libraries.

### Reference Collection

The students will

- distinguish the unique characteristics of each reference source.
- determine the reference tool most appropriate for a specific purpose.
- know reference sources are meant to be referred to, not read through.
- locate information in reference sources.

### Periodicals

The students will:

- become familiar with periodicals and understands that they are a source of current information.
- interpret citations in Readers Guide to Periodical Literature.

### Indexes

The students will:

- know indexes provide access to information by subject in book and reference sources.
- locate information on a subject using a book's index.
- locate information in periodicals using indexes.

### Interpretation Skills

The students will

- understand various forms of literature.
- become acquainted with authors and their works.
- use various parts of the book to locate and document information.

### Research and Reporting

The students will

- locate materials to discover what others have found out about a topic.
- use ideas gained through different material.

- carry research through to a conclusion.
- present information written or orally.
- make a bibliography.
- understand the function of footnotes.

### **Teaching Strategies**

- Use of technology
- Introduce the term information science and ask the students to define it through discussion
- Have the students find books on a specific subject using the card catalog and then the computer
- Use sample bibliographies to instruct how materials are cited
- Have students name the various sources of information that may be used in research

### **Assessments**

- Many of the activities are planned for small groups or partners in order that the student can learn from one another
- Games are used to add incentives for reviewing
- Uses information for critical thinking and problem solving

### **Resources**

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- Byrne, Sr. Anne-Helpful Rules for the Card Catalog
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- Mallet., Jerry J.-Library Skills Activities Kit
- Prizzi, Elaine-I.M.A. Booksnoop Skills Kit
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- Welken, Marion L.-Library Skills Using the School Library