

KEY

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R = Reinforce – Skills that have previously been introduced and are re-stated for the purpose of review

E = Expansion – Skills that, having been introduced, are built upon as a sequential step to ability development or higher order thinking skills

Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
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Standard I. Accesses information efficiently and effectively.

A.	<u>Books and Library Resources</u>	K	1	2	3	4	5	6	7	8	9	10	11	12
A.1	Identifies parts of a book: spine, front cover, back cover, dust jacket.	I	R	R	R	R	R	R						
A.2	Uses the computer – turns on/off; use mouse; follows directions; uses simple programs.	I	R	R	R	R	R	R						
A.3	Respects the needs of others for relative quiet without interruption when they are reading, viewing, or listening.	I	R	R	R	R	R	R	R	R	R	R	R	R
A.4	Finds the library in the school without help.	I							I					
A.5	Knows that books are organized and shelved left to right.	I	R	R	R	R	R	R						
A.6	Uses shelf labels to locate material.	I	R	R	R	R	R	R						
A.7	Uses shelf markers when removing a book from the shelf	I	R	R	R	R	R	R						
A.8	Understands the terms title, author, illustrator.	I	R	R	R	R	R	R						
A.9	Understands and uses interlibrary loan procedures to obtain additional resources.										I	R	R	R
B.	<u>Classification system</u>	K	1	2	3	4	5	6	7	8	9	10	11	12
B.1	Identifies areas of the library: circulation desk, book return, story area, research area, fiction, non-fiction books, picture books, easy readers, magazines.	I	R	R	R	R	R	R	I					
B.2	Knows that all libraries are organized by a standard procedure and that the ability to use one library can be applied to others.			I										
B.3	Understands that all nonfiction books are organized by subject, and are arranged in numerical order, and all fiction books are organized in alphabetical order by author's last name.		I	R	R	R	R	R	R	R				
B.4	Knows that call numbers on spine indicate location of books in the library and correlates to location codes in the catalog.		I	R	R	R	R	R	R	R				

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B.5	Locates library materials using the logical arrangement of the Dewey Decimal System <ul style="list-style-type: none"> • Fiction: easy picture books, easy readers and chapter books • Non-fiction: Dewey classification by subject • Reference 			I	R	R	R	R	R	R				
B.6	Recognizes parts of books used to locate information: Spine, book jackets, illustrations Title page, copyright page Table of contents, dedication page, glossary Index		I	R I	R R I	R R R	R R R	R R R	R R R	R R R	R R R	R R R	R R R	R R R
B.7	Understands the purpose of a copyright date, and can locate it in a book, OPAC record, or audiovisual material.			I	R	R	R	E	R	R	E	R	R	R
B.8	Recognizes parts of books used to locate information: Appendices										I	R	R	R
B.9	Identifies biographies (collective biographies and autobiographies). Identifies biographical dictionaries			I	R	R	R I	R R	R R	R R	R E	R R	R R	R R
B.10	Uses newspapers and periodicals as sources of timely information.						I	R						
B.11	Uses magazines as sources of timely information.					I	R	R						
C.	Catalog													
C.1	Uses the electronic catalog independently to locate materials by author, title, subject, keyword and series.			I	R	R	R	R						
C.2	Uses alternate keywords.			I	R	R	R	R	R	R	E	R	R	R
C.3	Distinguish between print record and non-print record according to catalog icons and prefixes.			I	R	R	R	R	R	R	R	R	R	R
C.4	Understands the rules for searching for personal and place names in both print and electronic sources.			I	R	R	R	R	R	R	R	R	R	R
C.5	Uses appropriate techniques for searching including expanding and narrowing searches (boolean), truncation, and use of quotation marks.					I	R	R	R	R	R	R	R	R
C.6	Uses appropriate techniques for searching, including limiters.										I	R	R	R

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C.7	Recognizes and uses electronic "links" to subjects, authors, series, etc.			I	R	R	R	R						
C.8	Uses electronic bookbags in OPAC for saving and retrieving information.										I	R	R	R

D.	<u>Reference</u>													
D.1	Uses the organization of reference books to locate necessary information: alpha order, volumes.			I	R	R	R	R	R	R	R	R	R	R
D.2	Uses the organization of print reference books to locate necessary information: guide words			I	R	R	R	R	R	R				
D.3	Understands the function of and differentiates the use of general reference books: encyclopedias, dictionaries			I	R	R	R	R						
D.4	Understands the function of and differentiates the use of general reference books: almanacs, atlases, thesauri.					I	R	R						
D.5	Understands the function of specialized encyclopedias.\				I	R	R	R	R					
D.6	Understands the function of specialized reference books.										I	R	R	R
D.7	Understands and uses appendix material										I	R	R	R
D.8	Understands the form and function of electronic periodical indexes.										I	R	R	R

E.	<u>Research</u>													
E.1	Completes an information search using subject headings, keywords.			I	R	R	R	R	R	R	E	R	R	R
E.2	Designs a research strategy: i.e. alternate keywords, topical subject headings.										I	R	R	R
E.3	Skims for major ideas to identify, locate and select appropriate information e.g. captions, bold print, pictures, summaries.				I	R	R	R	R	R				
E.4	Gathers information from available resources to construct a thesis statement.											I	R	R
E.5	Understands the use of search engines for research.					I	R	R	R	R				
E.6	Uses book bags in OPAC for saving and retrieving information on research.										I	R	R	R

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E.7	Accesses the Internet through pre-set bookmarks.			I	R	R	R	R	R	R				
E.8	Creates electronic bookmarks.					I	R	R	R	R				
E.9	Recognizes efficiencies inherent in print vs. electronic information i.e. telephone books vs. internet.					I	R	R	R	R	R	R	R	R
E.10	Identifies available resources based on information needs considering format, location and type of resources.										I	R	R	R
E11	Uses Information literacy model.			I	R	R	E	R	R	R				

F.	Genre													
F.1	Understands genre as a distinctive style, form, content or literary.				I	R	R	R	R	R	R	R		
F.2	Understands the difference between a fiction and a non-fiction book.	I	R	R	R	R	R	R						
G.	Graphic information													
G.1	Recognizes graphic literacy, and can discern and gain knowledge from non-narrative materials, including charts, graphs, cartoons, etc.										I	R	R	R
G.2	Understands and uses interlibrary loan procedures to obtain additional resources.										I	R	R	R

Standard II. Evaluates Information critically and competently.

H.1	Evaluates information for timeliness and focus of purpose.				I	R	R	R	R	R	R	R	R	R
H.2	Evaluates information for focus of purpose.													
H.3	Identifies the difference between primary and secondary sources (D.B.Q.'S)				I	R	R	R	R	R				
H.4	Understands principles for assessing information: Reliability of information.										I	R	R	R
H.5	Distinguishes between fact and opinion.						I	R	R	R				
H.6	Recognizes bias, and identifies materials accordingly.										I	R	R	R
H.7	Understands that true information can be presented in all genre				I	R	R	R	R	R	R	R	R	R
H.8	Analyzes resources based on the information needed, considering format, location, and type of resources.										I	R	R	E

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H.9	Understands the purpose, function and scope of different types of media including books, serials, CD's, on-line resources and videos										I	R	R	R
H.10	Analyzes graphics as sources of information, including charts, graphs, cartoons, etc.										I	R	R	R
H.11	Determines the usefulness, authority and reliability of electronic bulletin boards, discussion groups, email, newsgroups and mailing lists.											I	R	R
H.12	Uses approved search engines and recognizes .gov and .edu as credible sources for research.					I	R	R	R	R	R	R	R	R
H.13	Determines the strengths, weaknesses, differences and limitations of various search engines relative to their information needs.										I	R	R	R
H.14	Evaluates the authenticity of a website by locating author, publisher, and publication date.										I	R	R	R

Standard III. Uses information effectively and creatively.

I.1	Extracts, organizes and records information in a meaningful form; e.g. note cards, graphic organizers, citing sources.				I	R	R	R						
I.2	Incorporates tables, graphs, etc. and primary source materials into oral or written presentations.				I	R	R	R	R	R	R	R	R	R
I.3	Documents information appropriately and accurately e.g. endnotes, footnotes, or parenthetical references in bibliographies										I	R	R	R
I.4	Understands a variety of methods for presentation of information (written, oral, audio or visual)based on the audience, subject matter and purpose.					I	R	R	R	R	E	R	R	R

IV. Pursues information related to personal interests

J.1	Selects materials from Library Media Center on a regular basis for pleasure, enrichment or information.	I	R	R	R	R	R	R	R	R	R	R	R	R
J.2	Is aware of the existence of the public library.	I	R	R	R	R	R	R						

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J.3	Utilizes the resources and staffs of school and public libraries for individual needs and interests.	I	R	R	R	R	R	R	R	R	R	R	R	R
J.4	Chooses books of appropriate reading level.		I	R	R	R	R	R	R	R	R	R	R	R
J.5	Seeks information about issues and situations to enrich understanding of career, community, health, leisure and other personal situations.							I	R	R	E	R	R	R
J.6	Applies the process of research to real world situations										I	R	R	R

V. Appreciates and enjoys literature and other creative expressions of information.

K.1	Appreciates and selects literature from various genre.				I	R	R	R	R	R	R	R	R	R
K.2	Recognizes and selects bodies of works by authors and illustrators for further reading (e.g. author studies).	I	R	R	R	R	R	R	R	R	R	R	R	R
K.3	Understands and selects series books.			I	R	R	R	R						

VI. Strives for excellence in information seeking and knowledge generation.

L.1	Values and uses professional recommended reading lists, including A.L.A. Best Books, Award winning books, and summer reading lists	I	R	R	R	R	R	R	R	R	R	R	R	R
L.2	Locates sources of literary criticism and reviews contained in handbooks or digests, collections of essays, periodical reviews, and biographical materials.												I	R
L.3	Examines critically the work of himself and others, noting emotional tones, biases, and prejudices.												I	R
L.4	Uses information outside the school - public library, museums, historical societies, interviews etc. to locate information						I	R	R	R	R	R	R	R

VII. Recognizes the importance of information to a democratic society.

M.1	Understands and values the library as resources available to all students.	I	R	R	R	R	R	R	R	R	R	R	R	R
M.2	Understands that equitable access to information is a fundamental right under the First Amendment of the United States <i>Constitution</i> .										I	R	R	R

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M.3	Accesses information from diverse viewpoints, scholarly traditions and cultural perspectives, which allows for reasoned and informed participation in government.													I
M.4	Understands that participation in a democracy is limited without critical reading/listening/viewing skills.													I

VIII. Practices ethical behavior in regard to information and information technology.

N.1	Treats materials and equipment with respect and maintains materials in good condition.	I	R	R	R	R	R	R						
N.2	Understands the book borrowing procedures and policies in the library.	I	R	R	R	R	R	R	R	R	R	R	R	R
N.3	Understands and adheres to copyright, privacy and other laws which relate to information and information technology.						I	R	R	R	E	R	R	R
N.4	Understands that plagiarism is not ethical; paraphrase, not plagiarize.			I	R	R	R	R	R	R	R	R	R	R
N.5	Uses the Internet for socially responsible learning. Understands and adheres to the RCSD Internet Acceptance Use Policy.			I	R	R	R	R	R	R	R	R	R	R

IX. Standard Contributes positively to the learning community and to society, is information literate and participates effectively in groups to pursue and generate information.

O.1	Acknowledges the insights and contributions of all classmates, regardless of culture, in order to contribute effectively to group and cooperative activities.	I	R	R	R	R	R	R	R	R	R	R	R	R
O.2	Collaborates with others, both in person and through technologies, to identify information problems and to seek their solutions.													I