School Library Curriculum Guide

2012

Catholic Diocese of Wilmington, Delaware

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| Libra | ary Orientation | К | 1 | 2 | 3 | 4 | 5 6 | 7 | 8 | 9 | 10 1 | .1 12 |
| а | Meet librarian | x | x | х | х | х | x x | x | x | x | x x | х |
| b | Tour library | x | | | | | | | | | | |
| с | Locate materials in the library collection using the library catalog and the Dewey Decimal System | | | х | х | х | x x | x | х | x | x x | х |
| d | Locate print resources in the library collection | | | х | х | | x x | х | х | x | x x | x |
| e | Locate electronic resources in the library collection | | | | | | x x | х | х | x | x x | х |
| f | Know and use check-out procedures: borrowing, due date | x | x | х | х | х | x x | x | х | x | x x | х |
| g | Select an appropriate book using strategies such as the five finger rule | | | х | х | х | | | | | | |
| h | Demonstrate procedures for care of books | x | х | х | х | х | x x | х | х | x | x x | х |
| i | Know and use parts of book: cover page, spine | x | х | х | х | х | x x | х | х | x | x x | х |
| j | Know and use parts of book: title page, illustrations | | х | х | х | х | x x | х | х | x | x x | х |
| k | Know and use parts of book: table of contents, captions, index | | | | х | х | x x | х | х | x | x x | х |
| I | Know and use parts of book: copyright page, date, publisher | | | | х | х | x x | х | х | x | x x | х |
| m | Demonstrate appropriate listening skills | x | х | х | х | х | x x | х | х | x | x x | х |
| Lite | rature Appreciation | К | 1 | 2 | 3 | 4 | 5 6 | 7 | 8 | 9 | 10 1 | .1 1 |
| а | Appreciate read-aloud stories | x | х | х | х | х | x x | х | х | x | x x | х |
| b | Enjoy visual aids to storytelling | x | х | х | х | х | x x | х | х | x | x x | х |
| С | Participate in storytelling | x | x | х | х | х | x x | х | х | x | x x | х |
| d | Appreciate award-winning books | x | х | х | х | х | x x | х | х | x | x x | х |
| е | Appreciate and identify poetry | x | х | х | х | х | x x | х | х | x | x x | х |
| f | Understand story sequence | | | х | х | х | x x | х | х | x | x x | х |
| g | Make up endings for stories | | | х | х | х | x x | х | х | x | x x | х |
| h | Predict actions, endings, and outcomes | | | | | | | | | | | |
| i | Highlight favorite authors | | | х | х | х | x x | х | х | x | x x | х |
| j | Identify and use information genres: reference, dictionaries, encyclopedias, biographies | | | | х | х | x x | х | х | x | x x | х |
| k | Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama | | | | | | x x | х | х | x | x x | х |
| I | Understand terms used in literature: problem, resolution, setting, character, main idea, plot | | | х | х | х | x x | x | х | x | x x | х |
| m | Understand terms used in literature: point of view, style, cause and effect | | | | | | | x | х | x | x x | х |
| n | Develop personal interests and form lifetime recreational and informational reading habits | x | | | | | x x | | | | | |
| Rese | earch Skills | К | 1 | 2 | 3 | 4 | 5 6 | 7 | 8 | 9 | 10 1 | .1 1 |
| а | Conduct online research: Internet search engines and online databases | | | | | | x | x | х | x | x x | х |
| b | Conduct online research: evaluating online resources | | | | | | x | x | x | x | x x | x |
| с | Conduct online research: Boolean search strategies | | | | | | | x | x | x | x x | x |

| | | | | - | 1 | r 1 | - 1 | | 1 | | |
|---------|---|---|---|-----|---|-----|-----|-----|-----|------|-------|
| d | Document sources: location of bibliographic information | | | _ | | | | | x | | x |
| e | Document sources: selected bibliography in appropriate format | | | | | x | x | x x | x | x x | x |
| f | Document sources: online tool to prepare citations | | | | | | | | х | x x | x |
| g | Locate and use literary criticism resources | | | | | | | | x | x x | x |
| h | Locate and use primary sources | | | | | | x | k x | x | x x | x |
| i | Locate and use secondary sources | | | | | | | | x | | |
| 4 Need | for information | К | 1 | 2 3 | 4 | 5 | 6 | 7 8 | 3 9 | 10 1 | 11 12 |
| а | Recognize that information is the basis for intelligent decision making | | | х | х | х | x | k x | x | x x | x |
| b | Select a topic | | | х | х | х | x | k x | x | x x | x |
| С | Explain what information is needed | | | х | х | х | x | k x | x | x x | x |
| d | Analyze assignment | | | | | | > | k x | x | x x | x |
| е | Restate question to show understanding | | | x | x | х | x | k x | x | x x | x |
| f | Formulate questions based on information needs | | | | | | x | k x | x | x x | x |
| g | Select appropriate presentation mode | | | | | | > | k x | x | x x | x |
| h | Judge the quantity of information needed | | | | | | | | x | | x |
| 5 Searc | ch strategy | К | 1 | 2 3 | 4 | 5 | 6 | 7 8 | 39 | 10 1 | 11 12 |
| а | Keywords | | x | x | х | х | x | k x | x | x x | x |
| b | Subject/topic heading | | | x | _ | | | | x | | x |
| С | Synonyms | | | | x | x | x | k x | x | x x | x |
| d | Boolean logic | | | | x | х | x | k x | x | x x | x |
| e | Truncation | | | | | | | | | x | x |
| f | Cross references | | | | | | > | k x | x | x x | x |
| g | Title | | x | x | x | x | x | k x | x | x x | x |
| h | Author | | | | | | | | x | | |
| 6 Gath | ering information | К | 1 | 2 3 | 4 | 5 | 6 | 7 8 | 39 | 10 1 | 11 12 |
| а | Highlighting | | x | x | x | х | x | x x | x | x x | x |
| b | Note taking | | | | х | х | x | k x | x | x x | x |
| С | Graphic organizers | | | х | х | х | x | x x | x | x x | x |
| d | Outlining | | | | | | | | x | | x |
| e | Paraphrasing | | | | | х | x | x x | x | x x | x |
| f | Summarizing | | | | | х | x | x x | x | x x | x |
| g | Cutting and pasting | | | | | x | x x | x x | x | x x | x |

| 7 Org | anizing information from multiple sources | К | 1 | 2 | 3 4 | 5 | 6 | 7 | 8 9 | 10 | 11 | L |
|--------|---|---|---|---|-----|---|---|-----|-----|----|----|---|
| а | Webbing | | | | | х | x | x | x x | х | х | |
| b | Outlining | | | | | | x | x | x x | х | х | |
| С | Organizing notes | | | | | | | x> | x x | х | х | |
| d | Creating and refining thesis statement | | | | | | | x | x x | х | х | |
| 8 Lega | al principles and ethical conduct | К | 1 | 2 | 3 4 | 5 | 6 | 7 | 89 | 10 | 11 | 1 |
| а | Understand legal aspects of copyright for various formats | | | | | х | X | x | x x | х | х | |
| b | Adhere to copyright regulations and avoid plagiarism | | | | x | x | X | x> | x x | х | х | |
| С | Appropriately cite resources using prescribed formats | | | | | x | X | x | x x | х | х | |
| d | Appropriately cite sources using parenthetical notations | | | | | | | | х | х | х | |
| e | Compile bibliography using prescribed format | | | | x | x | X | x> | x x | х | х | |
| f | Compile works cited using prescribed format | | | | | | | | х | х | х | |
| 9 Crea | ate Product | К | 1 | 2 | 3 4 | 5 | 6 | 7 | 89 | 10 | 11 | 1 |
| а | Written | | х | x | < x | x | x | x | x x | х | х | |
| b | Visual | x | х | x | k x | х | X | x | x x | х | х | |
| С | Oral | x | x | x | < x | x | x | x | x x | х | х | |
| d | Combinations | | |) | < x | x | x | x > | x x | х | х | |

KINDERGARTEN

Library Orientation

- Meet librarian
- Tour library
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories
- Enjoy visual aids to storytelling
- Participate in storytelling
- Appreciate award-winning books
- Appreciate and identify poetry
- Develop personal interests and form lifetime recreational and informational reading habits

- Visual
- Oral

FIRST GRADE

Library Orientation

- Meet librarian
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories
- Enjoy visual aids to storytelling
- Participate in storytelling
- Appreciate award-winning books
- Appreciate and identify poetry
- Develop personal interests and form lifetime recreational and informational reading habits

- Written
- Visual
- Oral

SECOND GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Select an appropriate book using strategies such as the five finger rule
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Develop personal interests and form lifetime recreational and informational reading habits

Search Strategy

- Keywords
- Title
- Author

Gathering information

• Highlighting

- Written
- Visual
- Oral

THIRD GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Select an appropriate book using strategies such as the five finger rule
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

• Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Restate question to show understanding

Search Strategy

- Keywords
- Subject/topic heading
- Title
- Author

Gathering information

- Highlighting
- Graphic organizers

- Written
- Visual
- Oral
- Combinations

FOURTH GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Know and use check-out procedures: borrowing, due date
- Select an appropriate book using strategies such as the five finger rule
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

• Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Restate question to show understanding

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Title
- Author

Gathering information

- Highlighting
- Note taking
- Graphic organizers

Legal Principles and Ethical Conduct

- Adhere to copyright regulations and avoid plagiarism
- Compile bibliography using prescribed format

- Written
- Visual
- Oral
- Combinations

FIFTH GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Document sources: selected bibliography in appropriate format
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Restate question to show understanding

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Title
- Author

Gathering information

- Highlighting
- Note taking
- Graphic organizers
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

• Webbing

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Compile bibliography using prescribed format

- Written
- Visual
- Oral
- Combinations

SIXTH GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Conduct online research: Internet search engines and online databases
- Conduct online research: evaluating online resources
- Document sources: selected bibliography in appropriate format
- Locate and use primary sources
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Restate question to show understanding
- Formulate questions based on information needs

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Title
- Author

Gathering information

- Highlighting
- Note taking
- Graphic organizers
- Outlining
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

- Webbing
- Outlining

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Compile bibliography using prescribed format

- Written
- Visual
- Oral
- Combinations

SEVENTH GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Understand terms used in literature: point of view, style, cause and effect
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Conduct online research: Internet search engines and online databases
- Conduct online research: evaluating online resources
- Conduct online research: Boolean search strategies
- Document sources: location of bibliographic information
- Document sources: selected bibliography in appropriate format
- Locate and use primary sources
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Analyze assignment
- Restate question to show understanding
- Formulate questions based on information needs
- Select appropriate presentation mode
- Judge the quantity of information needed

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Cross references
- Title
- Author

Gathering information

- Highlighting
- Note taking

- Graphic organizers
- Outlining
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

- Webbing
- Outlining
- Organizing notes
- Creating and refining thesis statement

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Compile bibliography using prescribed format

- Written
- Visual
- Oral
- Combinations

EIGHTH GRADE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories
- Enjoy visual aids to storytelling
- Participate in storytelling
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Understand terms used in literature: point of view, style, cause and effect
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Conduct online research: internet search engines and online databases
- Conduct online research: evaluating online resources
- Conduct online research: Boolean search strategies
- Document sources: location of bibliographic information
- Document sources: selected bibliography in appropriate format
- Locate and use primary sources
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Analyze assignment
- Restate question to show understanding
- Formulate questions based on information needs
- Select appropriate presentation mode
- Judge the quantity of information needed

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Cross references
- Title
- Author

Gathering information

- Highlighting
- Note taking

- Graphic organizers
- Outlining
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

- Webbing
- Outlining
- Organizing notes
- Creating and refining thesis statement

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Compile bibliography using prescribed format

- Written
- Visual
- Oral
- Combinations

GRADES NINE AND TEN

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Understand terms used in literature: point of view, style, cause and effect
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Conduct online research: Internet search engines and online databases
- Conduct online research: evaluating online resources
- Conduct online research: Boolean search strategies
- Document sources: location of bibliographic information
- Document sources: selected bibliography in appropriate format
- Document Sources: online tool to prepare citations
- Locate and use literary criticism resources
- Locate and use primary sources
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Analyze assignment
- Restate question to show understanding
- Formulate questions based on information needs
- Select appropriate presentation mode
- Judge the quantity of information needed

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Cross references
- Title
- Author

Gathering information

- Highlighting
- Note taking
- Graphic organizers
- Outlining
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

- Webbing
- Outlining
- Organizing notes
- Creating and refining thesis statement

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Appropriately cite resources using parenthetical notations
- Compile bibliography using prescribed format
- Compile works cited using prescribed format

- Written
- Visual
- Oral
- Combinations

GRADES ELEVEN AND TWELVE

Library Orientation

- Meet librarian
- Locate materials in the library collection using the library catalog and the Dewey Decimal System
- Locate print resources in the library collection
- Locate electronic resources in the library collection
- Know and use check-out procedures: borrowing, due date
- Demonstrate procedures for care of books
- Know and use parts of book: cover page, spine
- Know and use parts of book: title page, illustrations
- Know and use parts of book: table of contents, captions, index
- Know and use parts of book: copyright page, date, publisher
- Demonstrate appropriate listening skills

Literature Appreciation

- Appreciate read-aloud stories.
- Enjoy visual aids to storytelling.
- Participate in storytelling.
- Appreciate award-winning books
- Appreciate and identify poetry
- Understand story sequence
- Make up endings for stories
- Highlight favorite authors
- Identify and use information genres: reference, dictionaries, encyclopedias, biographies
- Identify and use fiction genres: historical, mysteries, myths, folk and fairy tales, drama
- Understand terms used in literature: problem, resolution, setting, character, main idea, plot
- Understand terms used in literature: point of view, style, cause and effect
- Develop personal interests and form lifetime recreational and informational reading habits

Research Skills

- Conduct online research: Internet search engines and online databases
- Conduct online research: evaluating online resources
- Conduct online research: Boolean search strategies
- Document sources: location of bibliographic information
- Document sources: selected bibliography in appropriate format
- Document Sources: online tool to prepare citations
- Locate and use literary criticism resources
- Locate and use primary sources
- Locate and use secondary sources

Need for information

- Recognize that information is the basis for intelligent decision making
- Select a topic
- Explain what information is needed
- Analyze assignment
- Restate question to show understanding
- Formulate questions based on information needs
- Select appropriate presentation mode
- Judge the quantity of information needed

Search Strategy

- Keywords
- Subject/topic heading
- Synonyms
- Boolean logic
- Truncation
- Cross references
- Title
- Author

Gathering information

- Highlighting
- Note taking
- Graphic organizers
- Outlining
- Paraphrasing
- Summarizing
- Cutting and pasting

Organizing information from multiple sources

- Webbing
- Outlining
- Organizing notes
- Creating and refining thesis statement

Legal Principles and Ethical Conduct

- Understand legal aspects of copyright for various formats
- Adhere to copyright regulations and avoid plagiarism
- Appropriately cite resources using prescribed formats
- Appropriately cite resources using parenthetical notations
- Compile bibliography using prescribed format
- Compile works cited using prescribed format

- Written
- Visual
- Oral
- Combinations

GUIDELINES FOR THE SELECTION OF LIBRARY RESOURCES

I. Objectives of Selection

The library provides resources that implement, support and enrich the school curriculum. Library resources are chosen to provide users with a wide range of educational materials, at appropriate levels of difficulty and in a variety of formats, which reflect diversity of appeal and allow for the presentation of differing points of view.

II. Responsibility for Selection of Library Resources

The responsibility for coordinating the selection of library resources and for making recommendations to purchase rests with the librarian in consultation with the principal.

III. Criteria for Selection of Library Resources

- A. Library resources will be chosen to support the mission, philosophy, standards, and goals of the Diocese of Wilmington schools.
- B. Library resources will be chosen to support the existing curriculum, as well as the personal needs and interests of library users.
- C. Library resources will meet high standards of quality in factual content and presentation.
- D. Library resources will be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom the materials are selected.
- E. Library resources will be selected to help students gain an awareness of our pluralistic society.
- F. The selection of library resources on controversial issues will be directed toward maintaining a diverse collection representing various views with sensitivity to Catholic teaching.
- G. Library resources will be selected for their strengths rather than rejected for their weaknesses.

IV. Procedures for Selection of Library Resources

- A. In selecting library resources, the librarian will measure available materials against the above criteria, the emerging needs of the curriculum, and the library's current Collection Development Plan.
- B. The librarian will consult reputable, professionally prepared selection guides and other appropriate review sources. Such sources include, but are not limited to, American Historical Fiction, Booklist, Children's Library Catalog, Junior High School Library Catalog, Kirkus Reviews, Reference Books for School Libraries, School Library Journal, and Senior High School Library Catalog.
- C. Administrators, teachers, instructional assistants, students, parents and community members will be regularly encouraged to make recommendations for purchase.
- D. When feasible, the resource itself will be examined.
- E. Gift materials will be measured against the above criteria, and will be accepted or rejected accordingly.
- F. Resource selection will include the routine removal of outdated and inaccurate materials, as well as the replacement of lost and worn items still of educational value.

GUIDELINES FOR THE RECONSIDERATION OF LIBRARY RESOURCES

I. Informal Reconsideration

- A. Persons wishing to present a concern regarding library resources will be asked to bring their concern to the librarian.
- B. Internet resources are not subject to reconsideration under these guidelines. The internet is largely unregulated, and not all of the information it carries is suitable for schoolchildren. The Acceptable Use Policy represents an understanding on the part of the student and his/her parent(s) or guardian(s) that the Diocese of Wilmington does not control the contents of the internet.
- C. Upon meeting with the person presenting a concern, the librarian will first attempt to resolve the issue informally.
- D. The identity of the person presenting a concern shall remain confidential during the informal process.
- E. Commitments should not be made until the issue has been thoroughly explored.
- F. The person presenting a concern should be treated in a courteous, objective and unemotional manner.
- G. The librarian will listen to all concerns, and try to resolve the issue informally. This might include explaining the library's selection procedures and criteria, the intended audience and educational uses of the item in question, relevant sections of the Guidelines for the Selection of Library Resources, the Reconsideration of Library Materials, or the Request for Reconsideration of Library Resources form.
- H. If the person presenting a concern then wishes to proceed with a formal request for reconsideration, the concern will be forwarded to the principal in writing accompanied by the Request for Reconsideration of Library Resources form.

II. Formal Reconsideration

- A. In the event of a formal request for reconsideration, these steps will be taken:
 - 1. Persons wishing to make a formal request for reconsideration must complete the Request for Reconsideration of Library Resources form and submit it to the principal.
 - 2. In the event that more than one item is involved, a separate form must be completed for each item.
 - 3. The school's reconsideration committee will convene to reevaluate the material(s) in question.
- B. Reconsideration Committee

Upon receipt of a completed Request for Reconsideration of Library Resources form, the principal will:

- 1. Appoint a reconsideration committee, to include the following members:
 - a. building level administrator
 - b. one member of the school teaching staff of the appropriate subject or grade level
 - c. the school's certified librarian
- 2. Arrange for a meeting of the reconsideration committee to take place within 10 working days after the Request for Reconsideration of Library Resources form is received by the principal.
- 3. The reconsideration committee is charged with a thorough review of the challenged resource, and will decide whether or not it conforms to the principles of selection as outlined in the Guidelines for the Selection of Library Resources and other applicable policies and guidelines.
- C. Guiding principles
 - 1. Any parent, student, or employee of the Diocese of Wilmington schools may raise objection to library resources, despite the fact that the individuals who selected them were qualified to make the selection, followed the proper procedure, and observed the criteria for selecting library resources.

- 2. The principal should periodically review policies on Selection and Reconsideration of Library Resources with all staff members.
- 3. When library resources are reconsidered, the importance of the freedom to read/view/listen will be considered.
- 4. No parent has the right to control the reading, viewing, or listening materials of other people's children.
- 5. The item(s) in question will remain in circulation throughout the review process.
- 6. The major task before the reconsideration committee is to determine the appropriateness of the material in question for its intended educational use.

D. Resolution

Members of the reconsideration committee shall:

- 1. Examine the Guidelines for the Selection of Library Resources.
- 2. Examine the Request for Reconsideration of Library Resources form.
- 3. Read and evaluate the item(s) in question.
- 4. Read reviews of the item(s) in question.
- 5. Discuss the challenged material in the context of the educational program and intended audience for which it was selected.
- 6. Form opinions based on the resource as a whole, not on passages or selections taken out of context.
- 7. Discuss the challenged item(s) with the person who submitted the Request for Reconsideration of Library Resources form, as needed.
- 8. Reach a decision:
 - a. to retain the item,
 - b. to retain the item with specific restrictions, or
 - c. to remove the item
- 9. Complete the Report on the Reconsideration of Library Resource form within 15 working days of the first meeting.

- 10. The chairperson of the Reconsideration Committee will discuss and file the report with the principal.
- 11. Upon approval, the principal will send copies of the report to the person who submitted the Request for Reconsideration of Library Resources form and members of the Reconsideration Committee.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

| Your name: | |
|--|---------------------------|
| Street address: | |
| Town: State: Zip: | |
| Telephone: | Email: |
| Relationship to student and/or school: | |
| Do you represent: | |
| □ Yourself? | An organization or group? |
| | Specify: |
| | |
| RESOURCE ON WHICH YOU ARE | COMMENTING |
| Title: | |
| Author/Producer: | Copyright date: |

| Format of r | esource: | | | |
|-------------|---------------|----------|---------------|-----------|
| 🖵 book | 🖵 video / DVD | magazine | Cassette / CD | newspaper |
| other: | | | | |

1. What brought this resource to your attention?

2. Have you examined (read, viewed, listened to) the entire resource?

🖵 Yes 🛛 🖵 No

 What concerns you about this resource? (Please be specific: cite words, pages, scenes, etc.) (Attach additional sheets if necessary.)

4. What do you feel might be the result of a student using this material?

5. Are there other resources you would suggest to provide additional information and/or other viewpoints on this topic?

SIGNATURE

DATE

Please return the completed form to the library/media specialist.

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