Diocese of Harrisburg
Library Skills Checklist
SEVENTH-EIGHTH GRADE

Second Draft Notes: Upon consideration, the 2005-06 committee thought the skills for these two grades are similar and could be combined. However, opportunities for application and practice are important to develop the student’s ability to research independently. Ideally, this takes place through collaborative assignments between Language Arts, Science, and Social Studies teachers and the librarian, with the librarian contributing actively through demonstration of relevant print and electronic sources, overseeing student practice of accessing sources, teaching about MLA citation, Big 6, plagiarism prevention, and assessing bibliographies.

Knowledge and basic proficiency in accessing, discriminating, and evaluating electronic information is expected in nearly all high schools. Middle school students cannot be considered prepared for high school if they lack training in this area. If a school library is not yet automated, it is still the librarian’s responsibility to oversee those points of the curriculum regarding electronic sources, access and evaluation skills. The librarian should discuss them with the principal, the computer and classroom teachers as necessary, asking to be notified after teaching has taken place.

I. Location Skills
   A. Traditional Card Catalog
      1. Understands that the card catalog is an index to the library media center collection.
      2. Can locate materials using call numbers on catalog cards.
      3. Can use the card catalog to locate materials by author, title, and subject.
         a. Subject Headings
            (1) Understands and uses cross-references.
            (2) Can covert own terminology into that used in subject headings.
            (3) Can be specific when looking up a subject.
         b. Descriptive Information
            (1) Can interpret information on catalog cards, e.g., type, dates, and level of material, whether illustrated.
            (2) Can use information on catalog cards to compile a bibliography.
      4. Understands nearly all school and public libraries are automated, but many parish and other very small libraries may not be.
   
   B. Automated Catalog (See Note above)
      1. Understands the automated catalog is an index to the library media center, not the Internet.
      2. Understands and uses
         (1) Easy and Advanced search screens as appropriate.
         (2) Keyword, Author, Title, and Subject searches effectively.
         (3) Book summaries.
         (4) Sort results.
         (5) Other various features unique to the school library catalog software.
            (Example: Spectrum’s Web Resource Locator).
      3. Understands nearly all school and public libraries are automated, but many parish and historical libraries may not be and the catalog may take many different forms.

   C. Electronic Sources
      1. Student can identify electronic information on a computer screen as an Internet website, a database, a library catalog.
      2. Student can explain what information may be found in various domains: .gov, .edu, .com, .net, .org, .mil.
      3. Student has a current public library card and understands how to access PowerLibrary and Access PA databases through a public library webpage.
      4. Student understands and practices using keywords rather than “natural English” to focus or broaden searches.
      5. Students must be able to evaluate a website:
         a. Backtrack a website to its homepage to determine authoritativeness and sponsor.
         b. Backtrack information on a site to its original source (often another website).
         c. Verify accuracy of information by finding the same facts in two other websites.
D. Dewey Decimal System
1. Can place the most popular subjects within the ten main Dewey classes.
2. Understands the ten main classes can be divided and subdivided into more specific subjects.
3. Understands the purpose of DDC is to pull together materials on the same subject and literary form.
4. Can locate same topic in different areas of the library using DDC.
5. Demonstrates mastery in locating print, reference, non print and electronic library materials.

II. Plagiarism and copyright (refer to Diocesan Policy 6230 and local AUP’s)
A. Students understand plagiarism is stealing.
B. Students understand plagiarism can be detected.
C. Students understand plagiarism WILL get you thrown out of college.
D. Students understand types of plagiarism errors and how to avoid them:
   1. Patchwork
   2. Cut and paste
   3. Apt phrase
   4. Inadequate attribution
E. Students understand the difference between plagiarism and copyright violation.

III. Reference Collection: Uses unique organizational structure of various reference sources to find information.
A. Encyclopedia
B. Dictionaries
C. Almanacs
D. Atlases
E. Biographical dictionaries
F. Geographical dictionaries
G. Biographical Sources
   1. Print biography
   2. Collective biographies
   3. Internet webpages
   4. Electronic document databases
   5. Magazines
   6. Print biographical dictionary
H. Periodicals
   1. Understands magazines are published for a wide variety of purposes: entertainment, informational, professional.
   2. Knows periodicals are a source of current information.
   3. Understands magazines may be published electronically rather than in print.
I. Indices
   1. Uses indexes in print materials to find information
      a. Books
      b. Encyclopedia
   2. Is aware of indices to information beyond the library media center’s immediate collection.
   3. Understands the print version of Reader’s Guide has been superseded by electronic versions on databases with vendor names like EBSCO, JSTOR, Contemporary Authors, etc. These are available either through school on Access PA or through a public library website link.
J. Vertical Files
   1. Knows the type of material found in vertical files, e.g., pictures, clippings, pamphlets.
   2. Can locate vertical file materials for an appropriate purpose.
K. Audiovisual material and Equipment
   2. Can operate equipment in order to use materials.
   3. Can produce audiovisual materials to accompany a report.
IV. Research Process Skills (See “Big 6” website) www.big6.com

A. Formulating Ideas.
   1. Understands ideas can be refined, narrowed, broadened, focused.
   2. Understands Bloom’s’ Taxonomy aids creation of interesting questions.

B. Brainstorming:
   1. Lists materials in a variety of formats for information sources.
   2. Generates and list ideas for topics or about a topic.

C. Location & Extraction:
   1. Explores different methods for taking notes.
   2. Uses note cards for tracking sources.
   3. Understands the difference between abstracts and full text on online databases.
   4. Understands how to access online databases.
   5. Understands how to access other library catalogs using a computer.
   6. Understands how to tell the difference between the electronic library catalog, a website, a database.
   7. Understands how to evaluate information found on the Internet.

D. Organization
   1. Understands how outlining helps the writing process.
   2. Writing process: rough draft, edit, final draft. (whatever terms are used in the school
   3. Understands importance of original work and citing sources used in projects.
   4. Understands Fair use for Educational Purposes and the penalties for Plagiarism & Copyright violation.
   5. Creates bibliographies and practices citation writing.

E. Presentation
   1. Knows tips for oral presentation: speak slowly and clearly, etc.
   2. Knows tips for Discussion.
   3. Understands visual presentation (neat, colorful, large enough to see, etc)

F. Evaluation
   1. Understands importance of self-assessing a project.
   2. Understands criteria can be developed for assessing work.

V. Interpretation Skills

A. Fiction and Nonfiction
   1. Understands and finds examples of the five elements of a story: plot, theme, characterization, setting, conflict.
   2. Understands stories are told as narratives, flashbacks, flash forwards, montage.
   3. Understands nonfiction has styles: sequential, topical, persuasive.
   4. Understands and discusses purposes of reading: information, entertainment, challenge/growth.

B. Evaluation and Presentation Techniques
   1. Has read various forms of literature: novel, short story, poetry, drams, etc.
   2. Is acquainted with authors and their works.
   3. Can select appropriate materials for varying reading purposes.
   4. Uses various parts of a book to determine scope, format, and timeliness, to locate and document information.
   5. Understands why and different criteria information/media consumers use discrimination in selecting books, periodicals, films, television shows.
   6. Develops opinions and assessments for fiction and nonfiction.
   8. Understands genres of writing.