

**Diocese of Harrisburg
Library Curriculum Checklist
Fourth Grade**

LIBRARY CITIZENSHIP

- A. Policies and Procedures (Demonstrates increasing awareness and competence in these areas.)
1. Understands and practices proper library manners and behavior policies.
 2. Understands and practices proper circulation procedures.
 3. Understands and exhibits proper use of library materials.
 4. Understands the need to use information technology safely and responsibly.
 5. Understands plagiarism is stealing and that it can be detected.

LOCATION SKILLS

- A. Organization: Card Catalog (Traditional and/or Automated, OPAC)
1. Understands that the catalog is the index to the library resources.
 2. Can locate grade level appropriate materials.
 3. Can locate materials using call numbers.
 4. Is able to use title, author, subject and keyword search features
 - a. Alphabetizing
 1. Can alphabetize by interior letters of words.
 - b. Subject Headings
 1. Can be specific when looking up subject.
 - c. Descriptive Information
 1. Is able to interpret book information/summary on catalog entry.
 2. Can use information to compile a simple bibliography.
- B. Fiction and Nonfiction
1. Knows the difference between fiction and nonfiction.
 2. Knows various genres of literature.
 3. Has an appreciation for award winning literature.
 4. Understands Newberry, Caldecott and other award titles.
 5. Is able to use nonfiction materials as sources of information.

LOCATION SKILLS, cont.

- C. Classification of nonfiction materials
 - 1. Understands that most libraries use the Dewey Decimal Classification System to identify nonfiction materials.
 - 2. Has a basic understanding of the Dewey categories and the subjects included in each category.
 - 3. Is able to locate titles using the Dewey call numbers.
- D. Can access electronic databases/resources for research purposes.

INTERPRETATION SKILLS

- A. Evaluation and Selection Techniques
 - 1. Can select books at their level for pleasure reading.
 - 2. Understands the various forms of literature.
 - 3. Begins to evaluate a book for quality. (essential versus nonessential information versus opinion)
 - 4. Knows the difference between biography and autobiography.
 - 5. Can use parts of the book to locate and document information. (nonfiction)
 - 6. Understands how to use copyright date to determine currency of information.
 - 7. Is acquainted with well-known authors and their works.
- B. Listening and Viewing
 - 1. Attends to the sights and sounds of the instructional situation.
 - a. Interprets what is heard and seen.
 - b. Can recall, summarize and paraphrase what is listened to or viewed.
 - 2. Makes connections to personal experience/real life.
 - 3. Can express and support opinions.

RESEARCH

- A. Reference Collection
 - 1. Can locate reference materials in the library.
 - a. General Encyclopedias (print or electronic)
 - 1. Can use an encyclopedia for answering questions; for background information and as an overview of the topic.
 - 2. Is familiar with the alphabetical arrangement of a print encyclopedia and is able to locate information with minimal assistance.
 - 3. Can use the index to locate information on a specific topic. (print)
 - 4. Understands cross references send you to additional information or see references refer you to headings you must use for additional information. (See and See also)
 - 5. Can complete a keyword search in an electronic encyclopedia to find needed information.
 - 6. Can use the special features of an electronic encyclopedia to find additional resources.

A. Reference Collection, cont.

1. Can locate reference materials in the library.
 - b. Dictionary/Glossary
 1. Can use alphabetical order and guide words in dictionary/glossary work.
 2. Can obtain definitions, pronunciations, part of speech and word origin from entries.
 - c. Other Reference Tools
 1. Knows an atlas is a book of maps.
 2. Knows almanacs are sources of statistics and other current facts.
 3. Knows a thesaurus is a source of synonyms and antonyms.
 - d. Periodicals and Newspapers
 1. Is familiar with magazines and newspapers.
 2. Can use magazines and newspapers for information and pleasure reading.
 2. Can find and use sources similar to afore mentioned in electronic or internet format.
 3. Can determine the best source(s) to use to find the needed information.
- C. Reporting Techniques
1. Can research a topic using more than one source and compile findings into a report/presentation.
 2. Knows what a bibliography is and what purpose it serves.
 3. Can make a simple bibliography of author and title.

TECHNOLOGY

Refer to the **TECHNOLOGY CURRICULUM** of the Diocese of Harrisburg.

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