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. Subject Headings
         1. Can be specific when looking up subject.
         2. Can convert own terminology into that used in subject headings.
         3. Understands and uses cross-references.
      b. Descriptive Information
         1. Is able to interpret book information/summary on catalog entry.
         2. Can use information to compile a simple bibliography.
   5. Understands and uses advanced searches and other features unique to the library’s OPAC.

B. Fiction and Nonfiction
   1. Understands the difference between fiction and nonfiction.
   2. Can identify and explain the five parts of a story. (Characters, Plot, Theme(s), Setting, Conflict(s))
   3. Knows various genres of literature.
   4. Can compare and contrast stories in the same genre and their approaches to similar themes and topics.
   5. Can analyze how visual and multimedia elements contribute to the meaning, tone or beauty of the text.
   6. Has read some of each genre type.
Fiction and Nonfiction, cont.

7. Is able to use nonfiction materials as sources of information.

C. Classification of nonfiction materials
   1. Understands that most libraries use the Dewey Decimal Classification System to identify nonfiction materials.
   2. Understands the ten main Dewey classes.
   3. Understands the ten main classes are divided and subdivided into more specific subject categories
   4. 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. Is developing discrimination in selecting books and periodicals for pleasure reading.
   2. Understands the various forms of literature.
   3. Evaluates a book for quality. (essential versus nonessential information versus opinion)
   4. Can compare and contrast texts in different forms and genres
   5. Can use the various parts of a book to determine scope, format and timeliness.
   6. Can use parts of the book to locate and document information. (nonfiction)
   7. Understands how to use copyright date to determine currency of information.

B. Listening and Viewing Skills
   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
      c. Can respond critically to literature
   2. Makes connections to personal experience/real life.
   3. Can express and support opinions.
   4. Can differentiate between fact and opinion.

RESEARCH

A. Reference Collection
   1. Can distinguish the unique characteristics of various reference sources.
   2. Can determine the reference source most appropriate for a specific purpose.
      a. General Encyclopedias (print or electronic)
         1. Can use the index to locate information on a specific topic. (print)
         2. 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)
General Encyclopedias (print or electronic), cont.
3. Can complete a keyword search in an electronic encyclopedia to find needed information.
4. Can use the special features of an electronic encyclopedia to find additional resources.

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.
3. Can use pronunciation keys.
4. Can identify commonly used words from other languages.

c. Periodicals and Newspapers
1. Is familiar with magazines and newspapers as a source for up-to-date information.
2. Can use an index to periodicals, print or online version.
3. Can use magazines and newspapers for information and pleasure reading.
3. Can find and use sources similar to afore mentioned in electronic or internet format.
4. Can gather and evaluate relevant information from print, electronic and internet sources.

B. Electronic Search Skills
1. Can perform on-line searches in various formats.
2. Can identify purpose of search, performs directed search and downloads appropriate information.
3. Can demonstrate ability in locating appropriate electronic sources.
4. Has a current public library card and understands how to access POWER Library and Access PA databases through a public library website.

C. Reporting Techniques
1. Can research a topic using more than one source and compile findings into a report/presentation.
2. Knows the difference between a bibliography and a works cited page.
3. Understands the need for endnotes or citations.
4. Can correctly format a bibliography or work cited page.

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

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