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Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12

Standard I. Accesses information efficiently and effectively

		K	1	2	3	4	5	6	7	8	9	10	11	12
A.	**Books and Library Resources**													
A.1	**Handles books carefully with clean hands, and turns pages from the outer corners.**	I												
A.2	**Understands the care of books while transporting them to and from home**	I												
A.3	**Identifies parts of a book: spine, front cover, back cover, dust jacket**	I												
A.4	**Uses all types of equipment appropriately**													
A.5	**Uses the computer – turns on/off; use mouse; follows directions; uses simple programs**	I												
A.6	**Respects the needs of others in sharing equipment**	I												
A.7	**Respects the needs of others for relative quiet without interruption when they are reading, viewing, or listening.**	I												
A.8	**Assists classmates and younger students in following library procedures**			I											
A.9	**Finds the library in the school without help**		I												
A.10	**Knows that books are organized and shelved left to right**	I												
A.11	**Uses shelf labels to locate material**	I												

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A.12	**Uses place markers when removing a book from the shelf**	I												
A.13	**Can explain the terms title, author, illustrator and illustrations in his/her own words**	I												
A.14	**Where applicable, understand the procedures for book selection in the library for "specialty" collections – e.g. Accelerated Reader, Leveled Reading, etc.**	I												
B.	**<u>Dewey Decimal classification system</u>**													
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	E	E	E	E	E	E	E	R	R	R	R	R
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.4	**Discerns that all nonfiction books are organized by subject and are arranged in numerical order.**		I											
B.5	Uses the basic subject classification of the Dewey System for both general and reference sections i.e. science books are in the 500's			I	E	E	E	E	E	E	R	R	R	R
B.6	Locates materials using the alphabetical arrangement of materials in the Dewey Decimal System			I	E	E	E	E	E	E	R	R	R	R
B.7	Locates materials using the numerical arrangement of materials in the Dewey Decimal System				I	E	E	E	E	E	R	R	R	R

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B.8	Knows that call numbers on spine indicate location of books in the library and correlates to location codes in the catalog		I	E	E	E	E	E	E	E	R	R	R	R
B.9	Locates library materials using the logical arrangement of the Dewey Decimal System • Fiction: easy picture books, easy readers and chapter books • Non-fiction: Dewey classification by subject • Reference			I	E	E	E	E	E	E	R	R	R	R
B.10	Recognizes and uses parts of books to locate information: Spine, book jackets, illustrations	I	E	E	E	E	E	E	E	E	R	R	R	R
	Title page, copyright page		I	E	E	E	E	E	E	E	R	R	R	R
	Table of contents, dedication page, glossary, index			I	E	E	E	E	E	E	R	R	R	R
B.11	**Understands the purpose of a copyright date, and can locate it in a book, OPAC record, or audiovisual material**			**I**										
B.12	Recognizes and uses parts of books to locate information: index and table of contents				I	E	E	E	E	E	E	E	R	R
B.13	Recognizes and uses parts of books to locate information: bibliographies, foreword				I	E	E	E	E	R	R	R	R	
B.14	Recognizes and uses parts of books to locate information: Appendices						I	E	E	E	R	R	R	R
B.15	Identifies biographies (collective biographies and autobiographies).			I	E	E	E	E	E	R	R	R	R	R
	Identifies biographical dictionaries				I	E	E	E	E	R	R	R	R	R
B.16	Uses newspapers and periodicals as sources of timely information.				I	E	E	E	E	E	R	R	R	R

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3.0	**CATALOG** (Electronic or card)													
3.1	Uses the visual OPAC to locate materials (at the discretion of the librarian)			I	E	E	E							
3.2	Uses the electronic catalog independently to locate materials by author, title, subject, keyword & series.				I	E	E	E	E	R	R	R	R	R
	Understands the search strategy with articles (a, an, the) in the title		I											
3.3	**Understands the use of Spanish and French articles (la, les) in searching the OPAC**			I										
3.4	**Uses synonyms for keywords that do not appear in the OPAC or index consulted**				**I**									
3.5	**Understands the need for correct spelling of search terms, and uses a dictionary to verify**		**I**											
3.6	Uses the electronic catalog to locate materials by Dewey Decimal categories (call #'s) and cross-references (hot links).				I	E	E	E	E	E	R	R	R	R
3.7	Uses the card catalog (non-automated libraries) to locate materials by author, title, subject (broaden-cat\kitten)				I	E	E	NA	NA	NA	NA	NA	NA	NA
3.8	Distinguish between print record and non-print record according to catalog icons & prefixes.				I	E	E	E	E	R	R	R	R	R
3.9	**Distinguishes between word-by-word and letter-by-letter alphabetizing**					**I**								

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3.10	Understands the rules for searching for personal and place names in both print and electronic sources.				I	E	E	E	E	E	R	R	R	R
3.11	Uses appropriate techniques for searching including correct spelling, punctuation, keyword vs. subject searches,				I	R	R	E	E	R	R	R	R	R
3.12	Uses appropriate techniques for searching including expanding and narrowing searches (boolean)						I	E	E	E	E	E	E	E
3.13	Identifies the fields of an electronic catalog record. (OPAC & LIBRA)				I	E	E	E	E	E	R	R	R	R
3.14	**Recognizes and uses electronic "links" to subjects, authors, series, etc.**			I										
3.15	Uses electronic bookbags in OPAC for saving and retrieving information.				I	R	R	R	R	R	R	R	R	R
3.0	**<u>REFERENCE</u>**													
3.1	Uses the organization of reference books to locate necessary information: alpha order, volumes.				I	E	E	E	E	E	R	R	R	R
3.2	Uses the organization of print reference books to locate necessary information: guide words				I	E	E	R	R	R	R	R	R	R
3.3	Understands the function of and differentiates the use of general reference books: encyclopedias, dictionaries				I	E	E	E	R	R	R	R	R	R
3.4	Understands the function of and differentiates the use of general reference books: almanacs, atlases, thesauri				I	E	E	E	E	E	R	R	R	R

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	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
3.5	Understands the function of specialized reference books: encyclopedias				I	R	R	E	E	E	E	E	E	E
3.6	Understands the function of general and specialized reference books: directories & abstracts							I	E	E	R	R	R	R
3.7	Understands and uses appendix material										I	E	R	R
3.8	Understands the form and function of periodical indexes, both printed and electronic										I	E	E	R	R

4.0	**1.1 Research**													
	Completes an information search using subject headings, keywords			I	E	E	R	R	R	R	R	R	R	R
4.1	Designs a research strategy: i.e. alternate keywords, topical subject headings				I	E	E	E	E	E	E	R	R	R
	Uses cross-references in research strategy						I	R	R	R	E	E	E	E
4.2	Skims for major ideas to identify, locate and select appropriate information e.g. captions, bold print, pictures, summaries				I	E	E	E	E	E	R	R	R	R
4.3	Gathers information from available resources to construct an introductory statement.				I	E	E	E	E	E	E	E	E	E
4.4	Understands the use of search engines for research.					I	E	E	E	E	E	E	E	E
4.5	Uses book bags in OPAC for saving and retrieving information on research						I	E	E	R	R	R	R	R
4.6	Accesses the Internet through pre-set bookmarks for saving and retrieving information.			I	R	R	R	R	R	R	R	R	R	R

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4.7	Creates electronic bookmarks for saving and retrieving information								I	R	R	R	R	R
4.8	Recognizes efficiencies inherent in print vs. electronic information i.e. telephone books					I	R	E	E	E	E	E	R	R
4.9	Identifies available resources based on information needs considering format, location and type of resources.					I	E	E	E	E	R	R	R	R

	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
5.0	**Genre** (distinctive style, form, content or literary composition) In some libraries, special genre books are labeled differently or located in special sections of the library.													
5.1	Understands the difference between a fiction and a non-fiction book	I	R	R	R	R	R	R	R					
5.1	Identify & categorize various genre and sub genre including:													
	Humor, folklore, poetry, alphabet books and fantasy	I	E	E	E	E	E	E	R	R	R	R	R	R
	Biography and autobiography	I	E	E	E	E	E	E	R	R	R	R	R	R
	Mystery and historical fiction				I	E	E	E	E	E	R	R	R	R
	Drama and science fiction					I	E	E	E	E	R	R	R	R
6.0	**Graphic information**. **Recognizes graphic literacy, and can discern and gain knowledge from non-narrative materials**	I												
6.1	Recognizes the elements and function of:													
	Charts, graphs, illustrations, art in picture books and photographs	I	E	E	E	E	E	E	E	E	R	R	R	
	Maps			I	E	E	E	E	E	E	R	R	R	
	Cartoons and other visual information				I	E	E	E	E	E	R	R	R	

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7.0	**Miscellaneous**													
7.3	Understands and uses interlibrary loan procedures to obtain additional resources						I	R	R	R	R	R	R	R

Standard II. Evaluates Information critically and competently.

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Evaluates information for timeliness and focus of purpose					I	E	E	E	E	E	E	E	E
2.	Identifies the difference between primary and secondary sources (D.B.Q.'S)				I	E	E	R	R	R	R	R	R	R
3.	Understands the traditional and emerging principles for assessing information: Currency (date) Appropriateness and impartiality of information Reliability of information				I	E	E I	R E I	R E E	R E E	R E E	R E E	R E E	R E E
4.	**Uses the preface or introduction of a written work to ascertain the scope, purpose and point of view of printed material**					**I**								
5.	Distinguishes between fact and opinion, and identifies materials accordingly						I	E	E	E	E	R	R	R
6.	Demonstrates an understanding that no one single information source is a complete representation of what is known abut a given subject						I	E	E	E	E	E	R	R	R
7.	Identifies the form or artistic style of a book as part of the message or intent of the book.	I	E	E	E	E	E	E	E	E	R	R	R	R

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	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
8.	Understands that true information can be presented in all genre				I	E	E	E	E	E	R	R	R	R
9.	Analyzes availability of resources based on the information needed, considering amount, format, location, and type; e.g., numerical, textual, pictorial information.										I	E	E	E
10.	Understands the purpose, function and scope of different types of media including books, serials, CD's, on-line resources and videos							I	E	E	E	E	R	R
11.	Analyzes graphics as sources of information, in the context of history, politics, and the technology available when they were created Charts, graphs, illustrations, art in picture books and photographs Maps Cartoons and other visual information	I	E	E I	E E I	E E E	E E E	E E E	E E	E E	R R R	R R R	R R R	R R R
12.	Pursues and generates appropriate information in order to contribute effectively to group or cooperative activities							I	E	E	E	R	R	R
13.	Determines the usefulness, authority and reliability of electronic bulletin boards, discussion groups, email, newsgroups and mailing lists							I	E	E	E	E	E	E
14.	Uses approved search engines and recognizes .gov and.edu as credible sources for research.						I	R	R	R	R	R	R	R
15.	Determines the strengths, weaknesses and limitations of various search engines relative to their information needs										I	E	R	R
16.	**Evaluates the authenticity of a website by locating author, publisher, publication date**		I	R				E					R	R

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Standard III. Uses information effectively and creatively.

	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Selects and uses materials from more than one source to answer guided questions to produce expository reports				I	E	E	E	E	E	E	E	E	E
2.	Selects information to entertain (e.g. a play) Selects information to inform (e.g. oral report) Selects information to persuade (e.g. debate)			I	E I	E E	E E	E E I	E	E	E	E	R	R
3.	Recognizes and differentiates the different uses of information: occupational (life skills) intellectual recreational			I	R I	R R	R R	I R R	R R R	R R R	R R R	R R R	R R R	R R R
4.	Places the information needed within a frame of reference (who, what, when, where, why and how)		I	E	E	E	E	E	E	E	E	R	R	R
5.	Uses different types of information in comparative and analytical fashion.										I	E	R	R
6.	Articulates meaning, interprets, and draws conclusions from what is read, viewed, and heard							I	E	E	E	R	R	R
7.	Manages multiple sources effectively by organizing and synthesizing information from each into a whole, and then applies the knowledge derived to other situations										I	E	E	E
8.	Brainstorms ideas and recognizes a variety of ways of organizing ideas to visualize relationships among them (i.e. webbing, outlining, listing)		I	E	E	E	E	E	E	E	R	R	R	R

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	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
9.	Extracts, organizes and records information in a meaningful form; e.g. note cards, graphic organizers, bibliographies Note: 2nd grade students use graphic organizers to organize information				I	E	E	E	E	E	R	R	R	R
10.	Incorporates tables, graphs, etc. and primary source materials into oral or written presentations				I	E	E	E	E	E	R	R	R	R
11.	Documents information appropriately and accurately e.g. endnotes, footnotes, or parenthetical references in bibliographies					I	E	E	E	E	E	E	E	E
12.	Understands a variety of methods for presentation of information (written, oral, audio or visual)based on the audience, subject matter and purpose					I	E	E	E	E	E	E	E	E
13.	Creates correct/simple citations in a format agreed upon district-wide (*Write 2000?)*				I	E	E	E	E	E	E	E	E	E

IV. Pursues information related to personal interests

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Selects materials from Library Media Center on a regular basis for pleasure, enrichment or information	I	E	E	E	E	E	R	R	R	R	R	R	R
2.	Is aware of the existence of the public library	I												
3.	Utilizes the resources and staffs of school and public libraries for individual needs and interests	I	E	E	E	E	E	R	R	R	R	R	R	R
4.	Chooses books of appropriate reading level		I	E	E	E	E	E	E	E	E	E	E	E

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	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
5.	Differentiates the roles and mission of the School Library Media Center, the public library, and other information-providing organizations					I	E	E	E	E	R	R	R	R
6.	**Understands the purpose of a public library borrower's card**		**I**											
7.	Accesses information for personal interests which is available from a variety of sources: lectures, guest speakers, museums, and other information providing organizations						I	E	E	E	E	E	E	E
8.	Seeks information about issues and situations to enrich understanding of career, community, health, leisure and other personal situations.							I	E	E	E	E	E	E
9.	Applies the process of research to real world situations							I	E	E	E	R	R	R

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

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Selects materials appropriate to reading and interest level		I	E	E	E	E	E	E	E	E	E	E	E
2.	Appreciates and selects literature with classic and contemporary themes							I	E	E	E	E	R	R
3.	Appreciates and selects literature from various genre	I	E	E	E	E	E	E	E	E	E	E	E	E
4.	Understands that fiction can be a source of information on a factual topic (e.g. *Grapes of Wrath*)	I	E	E	E	E	E	E	E	E	E	E	E	E
5.	Recognizes bodies of works by authors and illustrators for further reading (e.g. author studies)	I	E	E	E	E	E	E	E	E	E	E	E	E

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6.	Selects literature from various authors, genre and themes based on past experiences with authors, genre and themes	I	E	E	E	E	E	E	E	E	E	E	E	E
7.	Understands and selects series books	I	E	E	E	E	E	E	E	E	E	E	E	E

VI. Strives for excellence in information seeking and knowledge generation

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Uses an information literacy model such as The Big Six™ Skills Approach, Follett etc. to define the focus (scope) of the assignment and to access appropriate materials. (See appendix)			I	E	E	R	R	R					
2.	Understands the process and criteria for selection of award winning books	I	E	E	E	E	E	R	R	R	R	R	R	R
3.	Values and uses professional recommended reading lists, including A.L.A. Best Books and summer reading lists	I	R	R	R	R	R	R	R	R	R	R	R	R
4.	Values and uses prize-winning literature lists, including Pulitzer Prize, Nobel Prize for Literature, National Book Award									I	E	R	R	R
5.	Locates sources of literary criticism and reviews contained in handbooks or digests, collections of essays, periodical reviews, and biographical materials												I	E
6.	Examines critically the work of himself and others, noting emotional tones, biases, and prejudices												I	E

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7.	Uses information outside the school - public library, museums, historical societies, interviews etc. to locate information						I	R	R	E	E	E	E	E
8.	Examines critically the work of himself and others, noting emotional tones, biases and prejudices												I	E

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

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Understands and values the library (and librarians) as resources available to all students	I	R	R	E	E	E	E	E	E	E	E	E	E
2.	Understands that equitable access to information is a fundamental right under the First Amendment of the United States *Constitution*.								I	E	R	R	R	E
3.	Knows the basic principles of the *Freedom to Read* statement.								I	R	R	R	R	R	E
4.	Accesses information from diverse viewpoints, scholarly traditions and cultural perspectives, which allows for reasoned and informed participation in government													I
5.	Understands that participation in a democracy is limited without critical reading/listening/viewing skills.													I

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

		K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Treats materials and equipment with respect and maintains materials in good condition.	I	E	E	E	E	E	E	E	E	R	R	R	E
2.	**Understands the book borrowing procedures and policies in the library**	**I**												
3.	Returns materials on time	I	R	R	E	E	E	E	E	E	E	E	E	E
4.	Respects the rights of others regarding the use and handling of information resources	I	R	R	R	R	R	R	R	R	R	R	R	E
5.	Recognizes the need for equal access to materials and resources (Explore censorship issues in upper level grades)	I	R	R	R	R	R	R	R	R	E	E	E	E
6.	a. Understands the concept of copyright as an indication of ownership				I	E	E	R	R	R	R	R	R	R
	b. Understands the s/he can't copy from a publication without citing the source					I	R	R	R	R	R	R	R	R
	Understands and adheres to copyright, privacy and other laws which relate to information and information technology.										I	R	R	R R
7.	Understands that plagiarism is not ethical; paraphrase, not plagiarize; abstract and summarize			I	E	E	E	E	E	E	R	R	R	R
8.	Uses the Internet for socially responsible learning ***Needs further explanation****													

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	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12

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

	Indicators	K	1	2	3	4	5	6	7	8	9	10	11	12
1.	Acknowledges the insights and contributions of all classmates, regardless of culture, in order to contribute effectively to group and cooperative activities	I	E	E	R	R	R	R	R	R	R	R	R	R
2.	Completes a research project and shares it with a selected audience in a variety of presentations							I	E	E	E	E	E	E
3.	Pursues, generates and shares information and ideas across a range of sources and perspectives													I
4.	Collaborates with others, both in person and through technologies, to identify information problems and to seek their solutions													I