

## Check List of Library Media and Technology Skills

### Kindergarten

<b>Media Center Focus: Students will be able to:</b>	<b>Computer Lab Focus Students will be able to:</b>
<b>Literacy Focus:</b>	<b>Skill Focus:</b>
Identify the major areas of the Library Media Center <ul style="list-style-type: none"> <li>• Circulation Desk</li> <li>• EASY section</li> <li>• Computer Lab</li> <li>• Listening Area</li> </ul>	Identify uses of technology at home and at school
Understand the role and function of a School Library Media Center. ( concept of Borrowing) With assistance check books in and out using school established procedures. Understand due dates and return books on time.	Understand computer terminology: <ul style="list-style-type: none"> <li>• Monitor</li> <li>• Keyboard</li> <li>• Mouse</li> <li>• Printer</li> <li>•</li> </ul>
Recognize alphabetical order of materials in the EASY section	Know how to turn on and how to properly shut down a computer.
Identify basic parts of a book ( EASY) <ul style="list-style-type: none"> <li>• Cover</li> <li>• Book Jacket</li> <li>• Pages</li> <li>• Page numbers</li> <li>• Front/Back</li> <li>• Spine</li> </ul>	Demonstrate proper startup and closing procedures for software packages and programs
Identify basic book terminology <ul style="list-style-type: none"> <li>• Author</li> <li>• Title</li> <li>• Illustrator</li> </ul>	Introduce basic keyboarding functions: Spacebar Shift Key Return Key Arrow Keys Mouse
Responds to various forms of literature. i.e. Poetry, folktales, picture books, alphabet books and award books (CCBA)	Distinguish left and right hand side of keyboard

Tell what a story is about		Operate mouse to click, drag, navigate and draw in software programs such as: KidPix Kidspiration Electronic Books	
		Use the basic draw shapes in different colors, add simple text, erase , stamp and clip art from age appropriate software.	
Recall important facts and details from stories read or read to.		Type first name.	
Arrange story events in sequential order		Draw pictures using appropriate software. i.e. Kid Pix	
Distinguish between real and make believe		Leave hardware and software ready for others to use	
Respond to storytelling by drawing, dramatizing, puppetry, and discussing stories in a group or individually		Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer	
Become acquainted with withy a variety of selections and characters and themes of our literary heritage.		Participate in teacher directed exploration of primary reference programs such as My First Picture Dictionary	
Visit the Library Media center regularly with a class or as an individual			
Develop habits for the proper care and handling of books			

## Check List of Library Media and Technology Skills

### 1st Grade

Media Center Focus: Students will be able to:		Computer Lab Focus Students will be able to:	
Literacy Focus:		Skill Focus:	
Identify the major areas of the Library Media Center and find things by identify the area. <ul style="list-style-type: none"> <li>• <i>Circulation Desk</i></li> <li>• <i>EASY section</i></li> <li>• <i>Non Fiction</i></li> <li>• <i>Computer Lab</i></li> <li>• <i>Listening Area</i></li> <li>• <i>Library Automation Center</i></li> </ul>		Identify uses of technology at home and at school	
Understand the role and function of a School Library Media Center. ( concept of Borrowing) Check books in and out using school established procedures. Understand due dates and return books on time.		Understand computer terminology: <ul style="list-style-type: none"> <li>• <i>Monitor</i></li> <li>• <i>Keyboard</i></li> <li>• <i>Mouse</i></li> <li>• <i>Printer</i></li> <li>• <i>Application</i></li> <li>• <i>CD-ROM drive</i></li> <li>• <i>Window</i></li> <li>• <i>Hardware/ Software</i></li> <li>• <i>Cursor</i></li> <li>• <i>Menu</i></li> <li>• <i>Save</i></li> </ul>	
Introduced to the library automation lookup system.			
Understand alphabetical order of materials in the Easy section. (ABC – by Author’s last name) Understand the continuous flow arrangement of shelves		Demonstrate proper startup and closing procedures for software packages and programs.	
Identify basic parts of a book ( EASY) <ul style="list-style-type: none"> <li>• <i>Cover</i></li> <li>• <i>Book Jacket</i></li> <li>• <i>Pages</i></li> </ul>		Know how to turn on and how to properly shut down a computer	

<ul style="list-style-type: none"> <li>• Page numbers</li> <li>• Front/Back</li> <li>• Spine</li> </ul>			
Identify basic book terminology <ul style="list-style-type: none"> <li>• <i>Author</i></li> <li>• <i>Title</i></li> <li>• <i>Illustrator</i></li> <li>• Table of Contents</li> <li>• Title Page</li> </ul>		Introduce basic keyboarding functions: <i>Spacebar</i> <i>Shift Key</i> <i>Return Key</i> <i>Arrow Keys</i> <i>Mouse</i>	
Recognize the difference between Fiction and Non Fiction		Distinguish left and right hand side of keyboard	
Do an oral summary of a story			
Identify the Main Idea of a book.		Operate mouse to click, drag, navigate and draw in software programs such as: KidPix Kidspiration Electronic Books First Connections	
Recall important facts and details		Type full name and short words	
Arrange events in sequential order		Draw pictures using appropriate software. i.e. Kid Pix	
Follow a story line involving several characters		Leave hardware and software ready for others to use	
Describe the time and setting of a story		Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer	
Respond to various forms of literature: poetry, folktales, picture and alphabet books.		Participate in teacher directed exploration of primary reference programs such as First Connections.	
Become acquainted with a variety of selections and characters and themes of our literary heritage.			
Distinguish between real and make-believe			
Listen to, read and discuss stories about children in different countries.			
Use book selection skills – use of shelf marker			
Visit the Library media center regularly with a class or as an individual.			

Identify the Topic as part of the Research process			
Use library resources for classroom activities			
Develop habits for the proper care and handling of books.			

## Check List of Library Media and Technology Skills

### 2<sup>nd</sup> Grade

Media Center Focus: Students will be able to:		Computer Lab Focus Students will be able to:	
Literacy Focus:		Skill Focus:	
Identify the major areas of the Library Media Center and find things by identify the area. <ul style="list-style-type: none"> <li>• <i>Circulation Desk</i></li> <li>• <i>EASY section</i></li> <li>• <i>Non Fiction</i></li> <li>• <i>Computer Lab</i></li> <li>• <i>Listening Area</i></li> <li>• <i>Library Automation Center</i></li> <li>• Reference</li> <li>• Periodical</li> </ul>		Understands that technology is used in a variety of ways in the world around us.	
Understand the role and function of a School Library Media Center. <ul style="list-style-type: none"> <li>• Concept of Borrowing</li> <li>• Check books in and out using school established procedures.</li> <li>• Understand due dates and return books on time.</li> <li>• Care and handling of books and materials</li> </ul>		Understand computer terminology: <ul style="list-style-type: none"> <li>• <i>Monitor</i></li> <li>• <i>Keyboard</i></li> <li>• <i>Mouse</i></li> <li>• <i>Printer</i></li> <li>• <i>Application</i></li> <li>• <i>CD-ROM drive</i></li> <li>• <i>Window</i></li> <li>• <i>Hardware/ Software</i></li> <li>• <i>Cursor</i></li> <li>• <i>Menu</i></li> <li>• <i>Save</i></li> </ul>	
With assistance can use the Keyword search on the library automation lookup system.		Know how to turn on and how to properly shut down a computer	
Understands the alphabetical order of materials in the Easy section to the 2 <sup>nd</sup> letter. (ABC – by Author’s last name)		Demonstrate proper startup and closing procedures for software packages and programs.	
Understand the continuous flow arrangement of shelves		Operate mouse to click, drag, navigate and draw in software	

		programs such as: KidPix Kidspiration PowerPoint/HyperStudio Electronic Books First Connections	
Introduced to the Dewey Decimal System Understands the term "Call Number"		Recognize software icons and be able to click on them to execute program.	
Selects books from the Easy, Fiction, and Non fiction sections of the LMC. Uses a shelf marker when selecting books.		Identify and discuss fundamental computer terms. <ul style="list-style-type: none"> <li>• Hardware/ Software</li> <li>• Cursor</li> <li>• Menu</li> <li>• Print</li> <li>• Save</li> <li>• Start up</li> <li>• Shutdown</li> <li>• Document</li> <li>• Files</li> <li>• Double click</li> <li>• Single click</li> <li>• Scroll bar</li> </ul>	
Identify basic parts of a book ( EASY) <ul style="list-style-type: none"> <li>• Cover</li> <li>• Book Jacket</li> <li>• Pages</li> <li>• Page numbers</li> <li>• Front/Back</li> <li>• Spine</li> </ul>		Use the basic keyboarding functions: Spacebar Shift Key Return Key Arrow keys	
Identify basic book terminology <ul style="list-style-type: none"> <li>• <i>Author</i></li> <li>• <i>Title</i></li> <li>• <i>Illustrator</i></li> </ul>		Leave hardware and software ready for others to use	

<ul style="list-style-type: none"> <li>• <i>Table of Contents</i></li> <li>• <i>Title Page</i></li> <li>• Index</li> <li>• Glossary</li> </ul>			
Recognize the difference between Fiction and Non Fiction		Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer	
Do an oral summary of a story		Use Electronic Encyclopedia's for class research project ( age appropriate)	
Identify the Main Idea of a book.		Use basic draw shapes in different colors, print, text, erase, stamps, or clipart. Use age appropriate graphic software to complete an activity or project. ( i.e. Kid Pix, Inspiration )	
Recognize literary elements: <ul style="list-style-type: none"> <li>• Plot</li> <li>• Character</li> <li>• Setting</li> <li>• Time</li> </ul>		Create, edit and print a simple document.	
Recall important facts and details		Produce an age appropriate project using a multimedia program (Hyperstudio, PowerPoint, KidPix) which may include text, graphics and simple animation.	
Arrange events in sequential order		Save and print a document or project	
Answer "who, what, and where" questions about stories read.		Type full name and short words. Enter text into a teacher made template	
Follow a story line involving several characters		Leave hardware and software ready for others to use	
Describe the time and setting of a story		Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer	
Respond to various forms of literature: poetry, folktales, picture and alphabet books.		Participate in teacher directed exploration of primary reference programs such as First Connections.	
Become acquainted with a variety of selections and characters and themes of our literary heritage.			
Distinguish between real and make-believe			
Listen to, read and discuss stories about children in different			

countries.			
Visit the Library media center regularly with a class or as an individual.			
Identify the Topic as part of the Research process			
Begin Basic note taking skills <ul style="list-style-type: none"> <li>• Topic</li> <li>• Subtopics</li> </ul>			
Use library resources for classroom activities			
Develop habits for the proper care and handling of books.			

## Check List of Library Media and Technology Skills

### 3<sup>rd</sup> Grade

Media Center Focus: Students will be able to:	Computer Lab Focus Students will be able to:
<b>Literacy Focus:</b>	<b>Skill Focus:</b>
Identify the major areas of the Library Media Center: Non Fiction, Computer Lab, Listening Area, Reference, Periodical <ul style="list-style-type: none"> <li>• Biography</li> </ul>	Understands concept of and need of security for workstations. <ul style="list-style-type: none"> <li>• Log on</li> <li>• Log off</li> <li>• Password</li> </ul>
Follows proper behavior in the Library Media Center: Book Check Out, Book Return, Care and Handling of books and materials and Basic behavior	Identify physical components of computer: Monitor, Keyboard, Mouse
Use the LMC as a resource for recreational reading, research and information gathering	Demonstrate proper startup and closing procedures for software packages and programs.
Understand the alphabetical order of materials to the 3rd letter.	Know how to turn on and how to properly shut down a computer
Recognizes that the Dewey Decimal System represents subject arrangement of non-fiction. Use Call # to locate books.	Operate mouse to click, drag, navigate and draw in software programs such as: KidPix, Kidspiration, HyperStudio/ PowerPoint, First Connections. E-Library Electronic Worldbook
With assistance use the Key Word and Subject Search on the automated library system.	Recognize software icons and be able to click on them to execute program
Read a variety of genre.	Identify and discuss fundamental computer terms. Hardware/ Software, Cursor, Menu, Print, Save, Start up, Shutdown, Document, Files, Scroll Bar, Double click, Single click, Menu Bar. Word Processor Clip Art Click and Drag Resize Copy Paste Tool Palette Image World Wide Web Internet site URL Multimedia
	Use the basic keyboarding functions: Spacebar, Shift Key, Return Key, Arrow keys.

		2 <sup>nd</sup> Semester – Use correct finger placement on Home Row	
Identify basic book terminology: Author, Title, Illustrator, Title Page, Table of Contents, Index, and Glossary. Reference		Leave hardware and software ready for others to use	
Know the difference between Fiction and Non Fiction		Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer	
Use the Table of Contents to find chapters in books.		Learn to use clip art library	
Use Index to locate specific information on a topic. ( Non- Fiction books)		Use basic editing and proofreading skills <ul style="list-style-type: none"> <li>• Backspace</li> <li>• Insert</li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> </ul>	
Use a glossary to get a meaning for a word.		Create short documents using basic formatting (margins, center heading etc. ) , save and print	
Do an oral summary of a story		Create a document composed at the keyboard	
		Use a teacher prepared design template (PowerPoint/ Hyperstudio) to create a 3 screen presentation which includes appropriate choice of elements such as original art, colored text, and clip art.	
Recall important facts and details		With assistance can find information from such electronic sources as: Internet, Electronic encyclopedias, CD-ROMS.	
Arrange events in sequential order		Cites are resources found on the Internet ( See Bibliographic format for web sites)	
Answer “who, what, where and why” questions about stories read.		Use technology tools for individual and collaborative content area projects.	
Follow a story line involving several characters			
Recognize and describe literary elements: Main idea, Plot, Setting, Time, and Character. <ul style="list-style-type: none"> <li>• Action</li> <li>• Fact</li> <li>• Opinion</li> </ul>			
Respond to various forms of literature: poetry, folktales, folklore, and picture books.			
Introduced to award winning books such as Newberry , CCBA, Coretta Scott King.			
Listen to, read and discuss stories about children in different countries			
Draw conclusions and predict probable outcomes from stories read or			

read to.			
<b>Research Focus:</b>			
Identifies and locates reference sources: Dictionaries Encyclopedias Atlases			
Uses encyclopedias and dictionaries with assistance.			
Use Entry Word and Guide Words when using a dictionary.			
Uses dictionary for word meaning and pronunciation.			
Introduced to the use of graphic sources such as graphs, state maps, world maps, globes and charts			
Uses Brainstorming to refine an information problem.			
Identify the Topic as part of the Research process.			
Uses library resources for classroom activities			
Organizes information for a project using note taking and paraphrasing techniques and basic outlining.			
Interpret picture maps using the map key.			
Understands what copyright means. (not copying others work without giving credit)			
Cites references (simple form) <ul style="list-style-type: none"> <li>• Title</li> <li>• Author</li> <li>• Copyright Date</li> <li>• Publisher</li> </ul>			
Use teacher created rubrics to evaluate self and peer projects.			

## Check List of Library Media and Technology Skills

### 4<sup>th</sup> Grade

<b>Media Center Focus: Students will be able to:</b>	<b>Computer Lab Focus Students will be able to:</b>
<b>Literacy Focus:</b>	<b>Skill Focus:</b>
Identify the major areas of the Library Media Center: Non Fiction, Computer Lab, Listening Area, Reference, Periodical, Biography	Understands concept of and need of security for workstations. <ul style="list-style-type: none"> <li>• Log on</li> <li>• Log off</li> <li>• Password</li> </ul>
<b>Follows proper behavior in the Library Media Center: Book Check out, Book Return, Care and Handling of books and materials and Basic behavior</b>	<b>Identify physical components of computer: Monitor, Keyboard, Mouse</b>
Use the LMC as a resource for recreational reading, research and information gathering	Operate mouse to click, drag, navigate and draw in software programs such as: HyperStudio/ PowerPoint Inspiration E-Library Electronic Encyclopedia (World Book, Grolier )
Understand the following Library Media Terminology: Encyclopedia, encyclopedia heading, encyclopedia subheading, glossary, copyright, bibliography, index, table of contents, on-line catalog, keyword searches	Recognize software icons and be able to click on them to execute program
Understand the alphabetical order of materials to the 3rd letter.	Identify and discuss fundamental computer terms. Hardware/ Software, Cursor, Menu, Print, Save, Start up, Shutdown, Document, Files, Scroll Bar, Double click, Single click, Menu Bar, Word Processor, Clip Art, Click and Drag, Resize, Copy, Paste, Tool Palette, Image, World Wide Web, Internet site, URL Multimedia . Sort, Spreadsheet, Row, Column, Cell, Bookmark, Favorites
Use the Dewey Decimal System Use Call # to locate books. Able to identify the ten classes ( Dewey Decimal classifications) and shelving order	Use the basic keyboarding functions: Spacebar, Shift Key, Return Key, Arrow keys. Is able to keyboard at 10-12 words per minutes. Is able to use proper finger placement on home row and some reaches.
Use the Key Word on the library automation system. With assistance uses Subject and Author search on the library automation system.	Leave hardware and software ready for others to use
Read a variety of genre for pleasure and practice reading skills.	
Identify basic book terminology: Author, Title, Illustrator, Title Page, Table of Contents, Index, Glossary, Reference, heading, subheading, periodical, biography, copyright. Bibliography, Genre, Autobiography	Demonstrate proper handling and placement of CD-ROM into appropriate drive of the computer
Able to locate information in books from the title page, table of contents, glossary, index, and appendix.	Learn to use clip art library – within applications and online.
Know the difference between Fiction and Non Fiction	Use basic editing and proofreading skills <ul style="list-style-type: none"> <li>• Backspace</li> <li>• Insert</li> <li>• Cut</li> <li>• Copy</li> <li>• Paste</li> </ul>
Use the Table of Contents to find chapters in books.	Create short documents, save and print
Use a glossary to get a meaning for a word.	Proofread and edit documents using language mechanics and spell checking
Do an oral summary of a story	Produce a one page, double spaced word processed document with setting margins and indents.
Recall important facts and details	Create half page document composed at the keyboard
Arrange events in sequential order	Use a teacher prepared design template (PowerPoint/ Hyperstudio) to create a 4 screen presentation which includes appropriate choice of elements such as original art, colored text, and

		clip art.	
Answer “who, what, where and why” questions about stories read.		Able to create a simple chart from spreadsheet data	
Follow a story line involving several characters		Able to enter data into a teacher prepared spreadsheet and interpret graphs created by a spreadsheet.	
Recognize and describe literary elements: Main idea, Plot, Setting, Time, Character. <ul style="list-style-type: none"> <li>Action</li> <li>Fact</li> <li>Opinion</li> <li>Emotions of characters</li> </ul>		With assistance can find information from such electronic sources as: Internet, Electronic encyclopedias, CD-ROMS. Use basic internet search techniques – Search engines	
Respond to various forms of literature.		Cites are resources found on the Internet ( See Bibliographic format for web sites) <a href="http://www.psd.k12.co.us/students/currentstudents.aspx">http://www.psd.k12.co.us/students/currentstudents.aspx</a>	
Able to compare different versions of the same story		Introduced to online information	
Introduced to award winning books such as Newberry , CCBA, Coretta Scott King.		Manages files and folders to save and retrieve documents to the hard drive and file server.	
Able to select and read a story about another culture and be able to outline similarities and differences about their culture.		Use formatting procedures in word processing such as font type, font size, bold , italics, etc.	
Draw implications and conclusions and predict probable outcomes.		Combines graphics in a document	
<b>Research and Reference Focus:</b>			
Able to identify, locate and use reference sources: Dictionaries ( Abridged and Unabridged) <ul style="list-style-type: none"> <li>Purpose</li> <li>Guide words</li> <li>Definitions, multiple meanings</li> <li>Parts of speech</li> <li>Pronunciation guide</li> <li>Synonyms, antonyms</li> <li>Word origins</li> </ul> Encyclopedias <ul style="list-style-type: none"> <li>Purpose</li> <li>Arrangement</li> <li>Headings and Subheadings</li> <li>Maps, charts, graphs, tables, illustrations</li> </ul> Atlases <ul style="list-style-type: none"> <li>Purpose</li> <li>Arrangement</li> <li>Indexes</li> </ul> Almanacs <ul style="list-style-type: none"> <li>Purpose</li> <li>Arrangement</li> <li>Headings</li> <li>Subheadings</li> <li>Indexes</li> <li>Maps, charts, graphs and tables.</li> </ul> Newspapers			

Periodicals			
Identify the Topic as part of the Research process.			
Uses Brainstorming to refine an information problem.			
Uses encyclopedias and dictionaries with assistance.			
Uses dictionary ( Abridged and Unabridged) for word meaning and pronunciation.			
Use Entry Word and Guide Words when using a dictionary and encyclopedias.			
Takes simple notes using keywords, phrases and highlighting .			
Creates outline for organization of documents and projects. Is able to use a subtopic in an outline			
Introduced to the use of graphic sources such as graphs, state maps, world maps, globes and charts			
Interpret picture maps using the map key.			
Able to use a thesaurus to list synonyms for given words			
Uses library resources for classroom activities			
Does not copy others work without giving credit			
Understands what copyright means.			
Identifies currency of information using copyright date			

## Check List of Library Media and Technology Skills

### 5<sup>th</sup> Grade

<b>Media Center Focus: Students will be able to:</b>	<b>Computer Lab Focus Students will be able to:</b>
<b>Literacy Focus:</b> Understand the following Library Media Terminology: Plagiarize, title search, author search, biography, autobiography, genre, citation	<b>Skill Focus:</b> Understands concept of and need of security for workstations. Understands the importance of keeping a password secure. Understands and complies with the PSD Terms and conditions Contract outlined in the Code of Conduct; <a href="http://www.psd.k12.co.us/students/currentstudents.aspx">http://www.psd.k12.co.us/students/currentstudents.aspx</a>
<b>Follows proper behavior in the Library Media Center: Book Check out, Book Return, Care and handling of books and materials and Basic behavior</b>	Discusses basic issues related to responsible use of technology and information and describes personal consequences of inappropriate uses. i.e. Copying Music video, Software licenses
.	<b>Identify and discuss fundamental computer terms.</b> Hardware/ Software, Cursor, Menu, Print, Save, Start up, Shutdown, Document, Files, Scroll Bar, Double click, Single click, Menu Bar. Word Processor, Clip Art, Click and Drag, Resize, Copy, Paste, Tool Palette, Image, World Wide Web, Internet site, URL <b>Multimedia , Sort, Spreadsheet, Row, Column, Cell, Bookmark, Favorites, Connectivity</b>
Use the Dewey Decimal System Use Call # to locate books. Able to identify the ten classes ( Dewey Decimal classifications) and shelving order Arrange nonfiction spine labels two numbers past the decimal point.	<b>Use the basic keyboarding functions:</b> Spacebar, Shift Key, Return Key, Arrow keys. Uses correct finger placement on home row and all reaches. Is able to keyboard at 15-20 words per minutes.
With assistance use the Key Word , Author, Title and Subject Search on the library automation system.	
Read a variety of genre for pleasure and practice reading skills.	Use clip art library
Identify basic book terminology: Author, Title, Illustrator, Title Page, Table of Contents, Index, Glossary, Reference, Heading, Subheading, Periodical, Biography, Copyright, Bibliography, Genre, Autobiography	Proofread and edit documents for language mechanics and spell checking and grammar and content. Uses Thesaurus for word choice options.
Able to locate information in books from the title page, table of contents, glossary, index, and appendix. Footnotes Preface	Is able to compose a one page document at the keyboard.
Distinguish among types of literature: myths and legends, plays, fantasy, historical fiction, science fiction, fables and fairy tales, information articles.	Produce a two page, double spaced word processed document with setting margins and indents.
Use the Table of Contents to find chapters in books.	Produce a document with text and graphics
Use a glossary to get a meaning for a word.	Create a 3-5 screen presentation which includes appropriate choice of elements such as original art, clip art, text fields, navigation buttons, scanned or digital images, and transitions.
	Incorporate appropriate presentation skills into multimedia works such as Key points, and not reading the text.
Recognize and describe literary elements: Main idea, Plot, Setting, Time, Character. <ul style="list-style-type: none"> <li>• Action</li> <li>• Fact</li> <li>• Opinion</li> <li>• Emotions of characters</li> </ul>	Create a simple spreadsheet which demonstrates one of the four basic math functions: addition, subtraction, multiplication and division.
Respond to various forms of literature.	Able to create and interpret multiple chart types using data from a student created spreadsheet.

Able to compare different versions of the same story		Uses information from electronic sources as: Internet, Electronic encyclopedias, CD-ROMS.	
Recognize award winning books such as Newberry , CCBA, Coretta Scott King.		Aware of how copyright relates to electronic resources.	
		List all electronic resources used in bibliographic format.	
Is able to understands the feelings and emotions of characters		Begin to cross reference multiple sources of information to assess accuracy.	
Able to select and read a story about another culture and be able to outline similarities and differences about their culture.		Uses search engines to access information on the internet.	
Draw implications and conclusions and predict probable outcomes.		Manages files and folders to save and retrieve documents Shares files with teachers and students using a file server	
Able to extract main idea when listening, reading and viewing materials.		Use formatting procedures in word processing such as font type, font size, bold , italics, etc.	
Distinguishes between biography and autobiography		Combines graphics in a document	
		Note taking : able to organize and sort information using note taking skills and paraphrasing.	
		Locate and use information in books and online using effective search strategies: Keyword Subject Boolean type searches Online search engines	
		Import Internet resources (graphics, sound or video) to produce a research project.	
<b>Research and Reference Focus:</b>			
Able to identify, locate and use reference sources: Dictionaries ( Abridged and Unabridged)			
<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Guide words</li> <li>• Definitions, multiple meanings</li> <li>• Parts of speech</li> <li>• Pronunciation guide</li> <li>• Synonyms, antonyms</li> <li>• Word origins</li> </ul>			
Encyclopedias			
<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Headings and Subheadings</li> <li>• Maps, charts, graphs, tables, illustrations</li> </ul>			
Atlases			
<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Indexes</li> </ul>			
Almanacs			
<ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Headings</li> <li>• Subheadings</li> <li>• Indexes</li> <li>• Maps, charts, graphs and tables.</li> </ul>			

Newspapers Periodicals			
With teacher direction develop a broad question to begin the research process and determine the information needs to complete the task.			
Uses Brainstorming to refine an information problem.			
Uses encyclopedias and dictionaries.			
Uses dictionary ( Abridged and Unabridged) for word meaning and pronunciation.			
Use Entry Word and Guide Words when using a dictionary and encyclopedias.			
Is able to use indexes to locate information in encyclopedias and magazines			
Is able to use cross reference – See also			
Creates an outline			
Takes simple notes using keywords and phrases using an outline form			
Is able to use a subtopic in an outline			
Uses graphic sources such as graphs, state maps, world maps, globes and charts			
Is able to interpret information presented in graph/chart/diagram form.			
Read maps using the compass rose, legend and scale of distance.			
Able to use a thesaurus to list synonyms for given words			
Create a bibliography using appropriate format with teacher guidance. See PSD format: <a href="http://www.psd.k12.co.us/learning/bibformat.aspx">http://www.psd.k12.co.us/learning/bibformat.aspx</a>			
Uses library resources for classroom activities			
Does not copy others work without giving credit			
Understands what copyright means.			
Identifies currency of information using copyright date			

## Check List of Library Media and Technology Skills

### 6<sup>th</sup> Grade

<b>Media Center Focus: Students will be able to:</b>	<b>Computer Lab Focus Students will be able to:</b>
<b>Literacy Focus:</b> Understand the following Library Media Terminology: Plagiarize, title search, author search, biography, autobiography, genre, citation	<b>Skill Focus:</b> Understands concept of and need of security for workstations. Understands the importance of keeping a password secure. Understands and complies with the PSD Terms and conditions Contract outlined in the Code of Conduct; <a href="http://www.psd.k12.co.us/students/currentstudents.aspx">http://www.psd.k12.co.us/students/currentstudents.aspx</a> Understands rights to intellectual freedom
<b>Follows proper behavior in the Library Media Center: Book Check out, Book Return, Care and handling of books and materials and Basic behavior</b>	Discusses basic issues related to responsible use of technology and information and describes personal consequences of inappropriate uses. i.e. Copying Music video, Software licenses
	<b>Identify and discuss fundamental computer terms.</b> Hardware/ Software, Cursor, Menu, Print, Save, Start up, Shutdown, Document, Files, Scroll Bar, Double click, Single click, Menu Bar. Word Processor, Clip Art, Click and Drag, Resize, Copy, Paste, Tool Palette, Image, World Wide Web, Internet site, URL Multimedia , Sort, Spreadsheet, Row, Column, Cell, Bookmark, Favorites, Connectivity, Search engine, shortcut,CPU
Use the Dewey Decimal System Use Call # to locate books. Able to identify the ten classes ( Dewey Decimal classifications) and shelving order Arrange nonfiction spine labels with 3-5 numbers past the decimal point.	<b>Use the basic keyboarding functions:</b> Spacebar, Shift Key, Return Key, Arrow keys. Uses correct finger placement on home row and all reaches. Is able to keyboard at 20-25 words per minutes.
Independently uses the Key Word , Author, Title and Subject Search on the library automation system.	
Read a variety of genre for pleasure and practice reading skills.	Use clip art library
Identify basic book terminology: Author, Title, Illustrator, Title Page, Table of Contents, Index, Glossary, Reference, Heading, Subheading, Periodical, Biography, Copyright, Bibliography, Genre, Autobiography	Proofread and edit documents for language mechanics and spell checking and grammar and content. Uses Thesaurus for word choice options.
Able to locate information in books from the title page, table of contents, glossary, index, and appendix, Footnotes, Preface	Is able to compose a one page document at the keyboard.
Distinguish among types of literature: myths and legends, plays, fantasy, historical fiction, science fiction, fables and fairy tales, information articles.	Produce a three page, double spaced word processed document with setting margins and indents. Add pages numbers to documents with multiple pages.
Use the Table of Contents to find chapters in books.	Produce a document with text and graphics
Use a glossary to get a meaning for a word.	Create a 5 screen presentation which includes appropriate choice of elements such as original art, clip art, text fields, navigation buttons, scanned or digital images, and transitions, sound and video.
	Incorporate appropriate presentation skills into multimedia works such as Key points, and not reading the text.
Recognize and describe literary elements: Main idea, Plot, Setting, Time, Character, Action, Fact, Opinion, Emotions of characters. Conflict resolution Climax	Create a simple spreadsheet which demonstrates one of the four basic math functions: addition, subtraction, multiplication and division.
Respond to various forms of literature	Able to create and interpret multiple chart types using data from a student created spreadsheet.

Able to compare different versions of the same story		Uses information from electronic sources as: Internet, Electronic encyclopedias, CD-ROMS.	
Recognizes award winning books such as Newberry , CCBA, Coretta Scott King.		Aware of how copyright relates to electronic resources.	
		List all electronic resources used in bibliographic format.	
Is able to understand the feelings and emotions of characters		Cross references multiple sources of information to assess accuracy. Examines the accuracy of information obtained from television, print and technology sources.	
Able to select and read a story about another culture and be able to outline similarities and differences about their culture. Recognize how authors, illustrators use a variety of language devices such as symbolism, color, sound, and language to communicate human experiences.		Uses search engines to access information on the internet.	
Draw implications and conclusions and predict probable outcomes.		Manages files and folders to save and retrieve documents Shares files with teachers and students using a file server	
Able to extract main idea when listening, reading and viewing materials.		Use formatting procedures in word processing such as font type, font size, bold , italics, etc.	
Distinguishes between biography and autobiography		Combines graphics in a document	
		Note taking : able to organize and sort information using note taking skills and paraphrasing.	
		Locate and use information in books and online using effective search strategies: Keyword Subject Boolean type searches Online search engines	
		Import Internet resources (graphics, sound or video) to produce a research project.	
<b>Research and Reference Focus:</b>			
Able to identify, locate and use reference sources: Dictionaries ( Abridged and Unabridged) <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Guide words</li> <li>• Definitions, multiple meanings</li> <li>• Parts of speech</li> <li>• Pronunciation guide</li> <li>• Synonyms, antonyms</li> <li>• Word origins</li> </ul> Encyclopedias <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Headings and Subheadings</li> <li>• Maps, charts, graphs, tables, illustrations</li> </ul> Atlases <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Indexes</li> </ul> Almanacs <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Arrangement</li> <li>• Headings</li> </ul>			

<ul style="list-style-type: none"> <li>• Subheadings</li> <li>• Indexes</li> <li>• Maps, charts, graphs and tables.</li> </ul> Newspapers Periodicals			
Develops a broad question to begin the research process and determine the information and resources needed to complete the task.			
Uses Brainstorming to refine an information problem.			
When producing a project the student can <ul style="list-style-type: none"> <li>• Define the purpose of the project</li> <li>• Identify the audience</li> <li>• Plan the project</li> <li>• Produce and refine the project</li> <li>• Evaluate the project</li> </ul>			
Uses encyclopedias and dictionaries.			
Uses dictionary ( Abridged and Unabridged) for word meaning and pronunciation.			
Use Entry Word and Guide Words when using a dictionary and encyclopedias.			
Is able to use indexes to locate information in encyclopedias and magazines			
Is able to use cross reference – See also			
Creates an outline, including topic and subtopics.			
Understands grids, coordinates, legends, scales, and keys when working with atlases.			
Takes simple notes using keywords and phrases using an outline form			
Uses graphic sources such as graphs, state maps, world maps, globes and charts			
Is able to interpret information presented in graph/chart/diagram form.			
Read maps using the compass rose, legend and scale of distance.			
Recognizes different types of maps, (physical, political, population, contour)			
Able to use a thesaurus to list synonyms for given words			
Create a bibliography using appropriate format.. See PSD format: <a href="http://www.psd.k12.co.us/learning/bibformat.aspx">http://www.psd.k12.co.us/learning/bibformat.aspx</a>			
Uses library resources for classroom activities			
Does not copy others work without giving credit			
Understands what copyright means.			
Identifies currency of information using copyright date			