

Library/Reference Skills
Grade Two

STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 3.1; 3.2 Citizenship	> Review library holdings	Knows types of books found in library Understands arrangement of books in the library Knows the variety of resources such as school, public, or community Understands librarian's role and role of volunteer aides Knows and follows circulation procedures Shows proper care of books Returns books and materials on time	Select books to have students arrange fiction titles in order Give students a scavenger hunt to find different types of books and materials found in the library	Oral discussion Checklist Observation
PA 1.1; 2.1; 2.3 Organization	> Examine Internet search tools > Introduce biographies > Introduce system used for arranging of nonfiction materials > Introduce electronic or traditional card catalog	Knows Internet resources available in the school Knows how biographies are arranged Knows Dewey Decimal Classification has ten main categories Gain access to resources using a title, subject and/or author search in the library catalog Locates easy and fiction books on the shelf using call numbers Knows that reference material is available in a variety of formats (e.g. print, electronic, online) Recognizes the author, title, subject and keyword search features of electronic resources Knows that all materials are listed in the catalog or electric system	Provide pre selected/bookmarked Internet sites in order to locate information Visit website about the: Dewey Decimal System: Can You Do Dewey @ http://www.thrall.org/dewey/ Use the free Book Adventure website @ www.bookadventure.com/ after students read biographies Practice putting call numbers in order independently Assign titles to look up in the catalog or electric system	Oral discussion Visual observation

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PA 2.2; 2.3 Selection and Utilization	<p>>Review parts of a book</p> <p>>Examine nonprint materials</p> <p>>Introduce electronic sources and online catalog access</p> <p>>Reads for pleasure</p>	<p>Recognizes words and definitions for parts of a book</p> <p>Knows print resources, e.g., table of contents, index, headings and copyright date, volume number, guide words, glossary</p> <p>Knows nonprint materials (videotapes, computer disks, DVD's, CD's, etc.)</p> <p>Is able to gain access to electronic resources at school</p> <p>Knows characters, plot, setting and themes in reading material</p> <p>Selects by using author, title, subject search features of electronic resources</p>	<p>Let students create PowerPoint presentation showing information found on the title page</p> <p>Label and define the parts of a book</p> <p>Using a book index have students locate topics/subjects as you call them out</p> <p>Practice searching on electronic resources</p>	Evaluate effectiveness of sources by using a rubric Computer and Internet research
PA 1.3; 2.3; 3.3 Comprehension	<p>>Introduce reference books</p> <p>>Introduce encyclopedia format</p> <p>>Introduce computer based reference sources</p>	<p>Knows: Dictionary, Atlas, Encyclopedias</p> <p>Knows reference books are nonfiction books that may be used to find answers</p> <p>Recognizes qualities of a useful encyclopedia and general characteristics</p> <p>Recognizes dictionary entry</p> <p>Knows other computer reference databases (Power Library, Nettekker, and Online reference)</p>	<p>Discuss the basic design of a thesaurus that you have available for student use</p> <p>Emphasize the use of guide words, alphabetical order and synonyms.</p> <p>Review the parts and purpose of a dictionary</p> <p>Organize and integrate information, by using sequencing, webbing</p> <p>Collect information using available primary and secondary resources</p> <p>Review the various tools</p>	Written reports Oral reports Rubrics for research

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STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
			available for research	
PA 2.2; 3.1; 3.2 Presentation and Appreciation	>Author study	Knows books an author has written	Read books to students Write to authors Visit author websites great sources @ www.bethanyroberts.com/childrensbookauthors.htm ; www.webenglishteacher.com/childlit.html	Book talks
	>Introduce Copyright Law >Introduce Works Cited >Introduce plagiarism	Knows copyright as protection by law Knows copyright symbol © Recognizes simple citing sources for books Knows the meaning of plagiarism	Visit Library of Congress home page @ http://www.loc.gov/ Practice safe, responsible, ethical and legal use of materials	Oral Checklist Observation Skills projects
	Book Awards	Recognizes: Caldecott award Recognizes and reads award-winning books in the library	Discuss various medals and awards Guided selection/integrated lessons with/ILA to read medal winning works	Book talks Book reports Author studies