

**Library/Reference Skills
Grade Three**

STANDARDS	CONTENT/TOPIC	SKILLS	EXAMPLES	ASSESSMENT
PA 3.2 Citizenship	> Review library holdings	Identifies types of books found in library Describes and understands resources such as school, public, or community Observes librarian's role and role of volunteer aides Knows and follows circulation procedures Demonstrates proper care of books	Select fiction titles for students to arrange Organize 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 biography, autobiography, and collective biography > Review system used for arranging nonfiction materials > Introduce electronic and/or traditional card catalog (author, title, subject, or keyword search)	Accesses Internet resources available in the school Shows how biographies, autobiographies, and collective biographies are arranged Understands arrangement of books and locates specific titles Recognizes nonfiction materials are placed in numerical order according to the Dewey Decimal System Recognizes the author, title, subject and keyword search features of electronic resources Locates resources using a title, subject and/or author search in the library catalog (electronic or traditional) Recognizes that reference material is available in a variety of formats (e.g. print, electronic, online) Recognizes that call numbers/letters indicate the physical location of the book/material	Use bookmarked Internet sites to access information for reports Use the free Book Adventure website @ www.bookadventure.com/ after students read biographies Practice putting call numbers in order independently Visit websites about the: Dewey Decimal System: Can You Do Dewey @ http://www.thrall.org/dewey/ KidsClick @ http://sunsite.berkeley.edu/KidsClick!/dewey.html	Oral discussion Visual observation

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		Shows that all material listed in the catalog or electronic system have a bibliographic record containing information about the material (e.g., author, illustrator, publisher, place of publication, call number, number of pages, copyright date)		
PA 1.3; 2.3 Selection and Utilization	>Review parts of a book >Review reference books >Introduce nonprint materials >Introduce electronic sources and online catalog access >Introduce computer based reference sources	Identifies words and definitions for parts of a book Reads for pleasure and information Identifies characters, plot, setting and themes in reading material Uses print resources, e.g., table of contents, index, headings and copyright date, volume number, guide words, glossary Recognizes nonprint materials (videotapes, computer disks, DVD's, CD's, etc.) Recognizes how to access electronic resources at school Recognizes the author, title, subject and keyword search features of electronic resources Describes other computer reference databases (Power Library, Nettekker, and Online reference)	Use a PowerPoint presentation about book parts Locate and define the parts of a book Locate topics and subtopics in an index. Locate how many pages are included in a chapter using the table of contents Practice locating materials using online catalog	Evaluate effectiveness of sources by using a rubric Computer and Internet research
PA 1.1; 3.2 Comprehension	>Review reference books >Introduce thesaurus >Introduce cross references	Understands reference books are nonfiction books that may be used to find answers Recognizes: Dictionary, Thesaurus, Atlas, Almanac, Encyclopedias	Practice using a basic thesaurus Explain the use of guide words, alphabetical order and synonyms.	Written reports Oral reports Rubrics for research

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	> Introduce Works Cited in MLA format	Recognizes information contained in the dictionary entry Recognizes qualities of a useful encyclopedia, signed and unsigned articles, general characteristics Interprets cross references (See and See also) Understands simple Works Cited	Compare the parts and purpose of a dictionary and thesaurus Prepare simple Works Cited	
PA 2.2; 3.2 Presentation and Appreciation	> Introduce Author study	Identifies books an author has written Realizes genre of book	Visit author websites great sources @ www.bethanyroberts.com/chilrensbookauthors.htm ; www.webenglishteacher.com/childlit.html	Book talks
	> Introduce Copyright Law > Review plagiarism	Knows copyright as protection by law Knows Library of Congress as place to obtain copyright Recognizes rights copyright gives Recognizes ethically and legally responsible ways to use print and nonprint materials Recognizes plagiarism and its implications	Library of Congress home page @ http://www.loc.gov/ Review the various tools available for research Use Noodle-Tools website @ (NoodleBib MLA Starter) Practice safe, responsible, ethical and legal use of materials	Oral Checklist Observation
	> Book Awards	Recognizes: Newbery and Caldecott awards Recognizes and reads award-winning books in the library	Discuss various medals and awards Visit web sites about authors @ http://books.scholastic.com/teachers/ ;	Book talks Book reports Author studies

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STANDARDS	CONTENT/TOPIC	SKILL	EXAMPLE	ASSESSMENT
			http://literature.mrdonn.org/authors.html#authors Use guided selection/integrated lessons with/ILA to read medal winning works	