

Standard 1-Students access information effectively.

Benchmark 1.4.1- Students recognize library organization.

Critical Knowledge for each grade level:

K	1	2	3	4	5
Identify checkout, story time and book selection areas.	Know that books are arranged in a special order.	Understand fiction and nonfiction.	Identify and locate the reference section.	Understand on-line catalog.	Identify the material in the reference section.
Follow checkout and return procedures.	Know that the library has materials other than books.	Identify periodicals.	Locate on-line catalog.	Interpret shelf labels.	Understand and identify the Dewey Decimal System.
	Know location of periodicals.	Know the spine label indicates book placement on the shelf.	Recognize fiction and nonfiction sections.		Use the on-line catalog independently.
		Know specific subjects in nonfiction: dinosaurs, jokes, sports, animals.	Know books are shelved by author's last name.		Locate material about a topic.
			Know the parts of a book on a catalog entry.		Use letter sequence to alphabetize words.
			Recognize call numbers and the order of books on the shelves.		

Standard 1-Students access information effectively.

Benchmark 1.4.2- Students demonstrate reference tools.

Critical Knowledge for each grade level:

K	1	2	3	4	5
Recognize a map, a globe and a dictionary.	Identify a map, a globe and a dictionary.	Locate encyclopedias in the reference collection.	Locate and use the reference collection.	Knows references are referred to and not read in their entirety.	Use indexes to locate information in encyclopedias.
		Locate dictionaries in the reference collection.	Locate information in encyclopedias and dictionaries with some assistance.	Locate information in reference sources.	Obtain definitions from dictionary entries.
			Recognize an index.	Use an encyclopedia for answering questions, background information and starting point for research.	Use alphabetical order and guide words in dictionaries.
			Identify a table of contents.	Know alphabetical arrangement of an encyclopedia.	Use pronunciation keys.
			Complete a simple search on the on-line catalog.	Locate information with minimum assistance.	Use an atlas to locate places.
				Know encyclopedias are sources of charts, maps, drawings, photographs, diagrams and graphs.	Use an almanac to find statistics and other facts.
				Identify the index in the encyclopedia.	Demonstrate a search on the Internet.
				Use an index.	
				Know the atlas is a book of maps.	
				Know almanacs are a source of statistics and facts.	
				Conduct a keyword search on the on-line catalog.	
				Use reference CD_ROMS.	

