

## Kindergarten Library Guidelines

### Information Literacy

**Effective school library media programs provide information literacy skills instruction.**

Information literacy is the ability to locate, process, evaluate and utilize information. School library media programs provide information resources in a variety of formats and readability levels. The school library media specialist teaches students how to access, use and evaluate information resources efficiently and ethically based on academic or personal need. This instruction should be correlated to specific academic content standards and taught as an integrated process.

**Benchmark A:** Locate the school library media center, recognize library staff members and participate in library activities.

<b>Library Awareness</b>	Date Achieved
1. Locate the school library media center and recognize library staff members.	
2. Identify items found in the library media center (e.g., books, magazines, computers).	
3. Understand that many activities take place in the library media center (e.g., reading, movies, puppet plays, storytelling, studying, exploring).	
<b>Lifelong Learning</b>	
4. Know that there is a library in the community—public library—that students may visit with their parents.	

**Benchmark B:** Recognize that the school library media center has a variety of books and materials that may be used and borrowed, and understand the importance of proper care of these materials.

<b>Library Awareness</b>	Date Achieved
1. Explore areas of the library media center with assistance from library media staff and classroom teachers (e.g., easy books, story area, listening centers, computer lab).	
2. Select books with guidance from the library media staff and classroom teacher.	
<b>Circulation</b>	
3. Checkout books with help from the library media staff and classroom teacher.	
4. Know that books may be taken home but must be returned.	

<b>Responsible Use</b>	
5. Discuss proper care of library books.	

**Benchmark C:** Understand that library books and materials are housed in specific areas of the library media center.

<b>Library Organization</b>	Date Achieved
1. Know that storybooks are in the easy book section.	
2. Know that the library catalog gives access to information about all of the books and materials in the school library media center.	

**Benchmark D:** Read and listen to stories for schoolwork and personal enjoyment.

	Date Achieved
1. Listen to stories read by library media center staff.	
2. Look at books and read for pleasure.	
3. Use picture clues to help understand reading material.	
4. Know that there are many types of books (e.g., story books, rhyming books, counting books).	

**Benchmark E:** Understand what information is and use a process to find information.

<b>Understanding Information</b>	Date Achieved
1. Identify what information is and recognize that it can be represented in a variety of ways (e.g., numbers, words, pictures, sounds).	
<b>Decide</b>	
2. Decide what information is needed.	
<b>Find</b>	
3. Find the information with the assistance of the teacher or librarian (e.g., using books or observations).	
<b>Use</b>	
4. Use the information by sharing ideas and experiences.	

## Technology Literacy

**Effective school library media programs provide technology literacy skills instruction in the use of library-based technologies.**

Technology literacy skills include the appropriate and ethical use of technology for information access, retrieval, production and dissemination via electronic resource networks and the Internet.

**Benchmark A:** Understand that school library materials may be provided in electronic formats that are organized in a system and that access to the system may be provided electronically.

	Date Achieved
1. Know that the school library has technology-based resources (e.g., computer, television, sound devices).	
2. View/listen to multimedia library resources (e.g., listening station, video, DVD).	
3. Understand directions for using library technology.	

**Benchmark B:** Apply basic Internet browser and navigation skills to search for information on the Internet.

<b>Internet Concepts</b>	Date Achieved
1. Talk about the Internet as an information source.	
2. Use Web page functions: a. Scroll up and down page; b. Click on links; c. Use back button.	

## Media Literacy

**Effective school library media programs support the learning of media literacy skills in collaboration with classroom teachers, technology integration specialists and technology coordinators.**

Media literacy encompasses the use of communication competencies and critical thinking skills, including the ability to access, interpret, evaluate and communicate information delivered in a variety of medium formats. Media-based resources include print and nonprint materials that use image, text, language, sound and motion to convey informational communications and messages.

**Benchmark A:** Explore the intended effect of media communications and messages when delivered and received for personal and various other purposes.

<b>Communicating with Media</b>	Date Achieved
1. List personal reasons for creating media communications and messages (e.g., tell a story, to ask for something, to make someone happy).	
<b>Media Messages</b>	
2. View familiar information in everyday messages (e.g., birthday greeting, holiday greeting, toy advertisement, road sign, warning label).	

**Benchmark B:** Distinguish between a variety of elements used to create and construct media communications for personal and various other purposes.

<b>Media Elements</b>	Date Achieved
1. Recognize a variety of print and nonprint formats used in the delivery of media messages (e.g., book, television, film, radio, CD-ROM, DVD, e-mail, Web pages, photographs, charts and graphs).	