

DNPS Library Skills & Literature Appreciation
Scope and Sequence

Key

I = Introduce

T = Teach

R = Reinforcement

LIBRARY SKILLS CHECKLIST	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
Library rules	I,T,R	T,R	R	R
Care and handling of books	I,T,R	T,R	R	R
Parts of the library				
- identify areas, location of Fiction, NF and JF	I,T	R	R	R
- model a library plan	I,T	T	R	
Model use of browser cards	I,T	R		
Make browser cards	I,T			
Returning /Borrowing Procedures				
- using browsing time effectively	I,T	R	R	R
- developing understanding of the need for library bags	I,T	R		
- replacing books on shelf correctly	I,T	R	R	R
- using spine and shelf labels to locate and return books correctly	I,T	R	R	R
- developing an understanding of alphabetical order to 3 letters	I,T	R	R	R
- developing an understanding that they are responsible for all borrowed items	I,T	R	R	R
Parts of a book				
- cover	I,T	R		
- title page	I,T	R		
- spine	I,T	R		
Junior Fiction Texts				
- cover, title, spine, call number, author , illustrator,	I,T	R	R	R
Fiction Texts				
- author , illustrator, characters, plot, setting, call number	I,T	R	R	R
Types of Fiction Texts				
-fairy tales, science fiction, mystery, suspense	I,T	T,R	R	R

Non Fiction Texts	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
Identify features - title, spine, call number,	I,T	R	R	
- glossary, table of contents, index, bibliography	I,T	T	R	
- author, illustrator, publisher	I,T	R	R	
- Use features of non fiction texts- glossary, index, table of contents	I	T	R	R
Differentiate between fiction and non fiction	I, T	T	R	
Introduce biographies, autobiographies and anthologies		I, T	R	R
Develop understanding of categorizing of library resources				
- NF - call number, numerically	I, T	T	R	
-JF, F - alphabetically	I, T	T	R	
Introduce Dewey Decimal System				
- Background on Melvin Dewey 1876		I	T	T,R
- Introduce 10 categories/classes	I	T	T	T,R
- Develop understanding of 10 categories	I	T	T	T,R
- Introduce subcategories		I	I,T	T,R
- Classification of subjects using Dewey Decimal System	I	I	T	T,R
- Location of NF resources using DDS	I	T	T,R	R
- Order call numbers		I,T	T,R	R
Using OASIS Enquiry Workstations (OPAC)				
- Use of subject, title, keyword and author to find library resources		I,T	T	R
- Location of resources		I,T	T	R
- Developing skills, use of keywords		I,T	T	R
Information Process				
- Introduce the steps in the Information Process (Defining, Locating, Selecting, Organizing, Presenting and Assessing)		I	T	T,R
- Develop skills associated with each of the steps			I,T	T,R
- Evaluate relevance of information			I,T	T, R
- Evaluate recency of information			I,T	T,R
- Evaluate bias and qualifications of author			I,T	T,R
- Introduce concept of self assessment			I,T	T,R
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Reference Section	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
- rules	I	T,R	R	R
- locate area within library	I	R		
- describe different examples	I	T	R	
- using an atlas		I,T	R	
- using a dictionary	I	T	R	
- using a telephone directory		I,T	R	
- using a road map		I,T	R	
- using an encyclopaedia with reference to index and Volume			I,T	R
Using a variety of non book media		I	I, T	R
Note taking				
- Develop skills		I	T	T,R
- Use of point form, key words		I	T	T,R
- use of graphic organizers	I	I	T	T,R
- be able to paraphrase information		I	T	T,R
Plagiarism		I	T	T,R
-Develop understanding of the concept: 'Put in your own words'				
Copyright			I, T	T,R
- Introduce copyright guidelines				
Bibliographies				
- Develop ability to cite sources		I	T	T,R
- Define, model and discuss need for bibliographies		I	T	T,R
- Practice writing of bibliographies		I	T	T,R
Other				

LITERATURE APPRECIATION CHECKLIST	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
Model appreciation of reading	T	R	R	R
Model appreciation of good literature	T	R	R	R
Introduce Picture story books (ASO)	I, T	T,R	R	R
Develop an understanding of : characters, setting ,plot,	I, T	T,R	R	R
Develop an understanding of : purpose and audience	I, T	T,R	R	R
Model and complete book reviews (oral and written)	I	T	R	R
Complete book reports		T	R	R
Examples of author studies ES1 & S1	<i>ES1</i>	<i>S1</i>		
Mem Fox				
Pamela Allen				
Jackie French				
Jeannie Baker				
Alison Lester				
Bob Graham				
Aaron Babley				
Margaret Wild				
Examples of author studies S2 & S3			<i>S2</i>	<i>S3</i>
Glenda Millard				
Stephen Herrick				
Allan Baillie				
Gary Crew				
Colin Thompson				
Jane Jolly				
Jane Omerod				
Shaun Tan				
Kate Di Camillo				
Morris Gleitzman				

DNPS Library Skills & Technology
Scope and Sequence

Library Skills and Information Technology Checklist	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
<i>Technology Skills Using the Intranet/ Internet</i>				
Searching the Internet				
- Introduction and use of directories		I	T	R
- Introduction and use of Search Engines	I	I,T	T,R	R
- Define internet terms	I	I,T	T,R	T,R
- Use of internet terms	I	I,T	T,R	T,R
Learn to evaluate websites using to F.A.C.E.		I	T	T,R
- F - Is it factual?				
- A - Who is the author ?				
- C- Is it current?				
- E - How easy is the site to use?				
- Introduction and use of online dictionaries/ thesauri		I	I,T	R
- Introduction and use of online atlases/maps		I	T	R
- Introduction and use of online encyclopaedias		I	T	R
- Introduce history of the Internet			I,T	T,R
- Learn the difference between search engines and directories			I,T	T,R
Web Quests/ Book Raps				
- Introduce online Webquests		I	I,T	T
- Participate in web quests as appropriate to HSIE unit		I	I,T	T
- Introduce online/ past book raps	I	I	I,T	T
- Participate in book raps as appropriate to stage and topic	I	I	T	T
- Introduce wikispaces			I	T
- Contribute to a wikispace			I	I,T
- Introduce blogs			I	I,T
Emailing				
- Introduce student email services via Dept of Ed Portal	I	I,T	R	R
- Develop email skills, send and receive messages	I	I,T	R	R
Technology Skills Continued	<i>ES1</i>	<i>S1</i>	<i>S2</i>	<i>S3</i>
- Word processing	I,T	T	R	R
- Use of databases			I,T	T
- Use of spreadsheets			I,T	T

