

Georgetown Independent School District Library Information Skills Grades 6-8 A Scope and Sequence					
ORIENTATION AND GENERAL SKILLS	Language Arts	Social Studies	Science	Math	Computer Tech
A. Exhibit proper library etiquette					
B. Become familiar with physical facilities					
C. Learn proper care of media					
D. Become familiar with circulation procedures					126.12 3B
E. Learn to access OPAC					
F. Know about library services					
G. Become aware of public library and community resources					
II BASIC LIBRARY SKILLS	110.22 13B	113.22 21A			
A. Selecting and/or utilizing appropriate media type					
1. Books					
2. Periodicals (print and electronic)					
3. Online programs					
4. Indexes (Online and print)					
5. Audio tapes/ Video tapes/ DVD/ CD					
6. Web pages					
B. Usage of books					
1. General location of books					
2. Knowledge of function of each part					
a. Cover					
b. Spine					
c. Title page					
d. Table of contents					
e. Copyright page					
f. Index					
g. Bibliography					
h. Glossary					
i. Footnotes					
j. Marginal notes					
k. Illustrations					
III. READING GUIDANCE AND LITERACY					
A. Read classic and contemporary works for varied purposes	110.22 8A-D; 110.23 8A-D; 110.24 8A-D				
B. Read when faced with an information need	110.23 8A-D; 110.24 8A-D				
C. Distinguish genres and literary forms	110.22 12B; 12E				
D. Recognize quality literature					
E. Read and create book reviews					
F. Make literature recommendations to others					
G. Know some outstanding authors and illustrators					
H. Participate in incentive programs					
IV. SEARCHING LIBRARY CATALOG					
A. Define OPAC as an index to resources	110.23 13B,14B; 110.24 13B, 14B				126.12 4B
B. Locate books using call numbers					

1. Dewey decimal arrangement					
2. Physical location of each section					
C. Search strategies					
1. Keyword					
a. Boolean					
b. Truncation					
2. Title					
3. Author					
4. Subject					
5. Power search					
V. SELECTION AND UTILIZATION OF ELECTRONIC & PRINT RESOURCES					
A. Encyclopedia					
1. Print					
a. Select correct volume					
b. Use guide words					
c. Use cross-references					
d. Understand the organization of articles					
e. Use an index					
f. Locate the author					
2. Online resources					126.12 6C
a. Keyword search					
b. Cross references					
c. Images					
d. Sub-headings					
B. Almanac and statistical sources					
1. Know when to use					
2. Locate information using the index					
C. Graphic Sources					
1. Read and locate information on a map				113.22 21C;	
2. Locate places on a globe				113.23 21C;	
3. Use tables, charts, diagrams, models and timelines				113.24 21C	
4. Read and use graphs					
D. Specialized references					
1. Use specialized dictionaries				110.22 9C; 110.23	
2. Use specialized encyclopedias				9C 110.24 9C	
3. Use books of quotations					
4. Use indexes					
E. Primary sources					
1. Biography/autobiography					
2. Speeches and letters					
3. Songs					
4. Art works or visual materials					
5. Interviews					
6. Artifacts					
7. Diaries					
8. Museums (Online and Physical)					
9. Historical Sites					
F. Technology Tools					
1. Abide by GISD internet policies					
2. Demonstrate proper internet etiquette					
3. Evaluate web sites before using information					126.12 3D

4. Compose correct bibliographic citations for web sites					
5. Use graphics/clipart/sound/special effects/animation and video clips to enhance presentations					
6. Use search engines					
7. Use word processing programs					126.12 8C
8. Use spreadsheets					
9. Use a database					
10. Use presentation software					
G. Online indexes					
1. Know the process of accessing an online index					
2. Use appropriate search words - key words and/or subject headings					
3. Differentiate between full text and abstracts					
H. Use newspapers and check the date for relevance					
I. Online periodicals					
1. Differentiate between full text article and abstract					
2. Locate date appropriate materials					
J. Use interlibrary loan					
VI. THE RESEARCH PROCESS					
A. Writing a factual report/ Research paper	110.22 13F;	113.22 21B;	112.22 3E;		126.12 8A;
1. Recognize the need for information	110.23 13F;	113.22 23A,	112.23 9C;		126.12 3E;
2. Identify a potential source of information	110.24 13F	23B; 113.23	112.24 13C		126.12 6A, 6B;
3. Choose a topic		23A,23B;			126.12 3A, 3C
4. Form a research question or thesis statement and use problem-solving process		113.24 23A,			
5. Select appropriate types of sources		23B;			
6. Outline		113.22 22D;			
7. Recognize various ways to record information		113.23 22D;			
8. Follow copyright laws		113.24 22D			
9. Read, select, and summarize information					
10. Use footnotes					
11. Compile a bibliography					
12. Take notes					
13. Write a rough draft					
14. Format and write a final copy					