

LIBRARY LOGISTICS: What every student should know by 6th Grade

Grade Level: **Fourth Grade**

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Length of Unit: Three-year outline, grades 3-5

I. ABSTRACT

- A. While maintaining a love for reading through book-talks, stories and poems, the objective of this unit is to create media functional students prior to entering sixth grade. This project lays out a three-year plan specifying what students should know in library science. By sixth grade students should be able to function in any library with minimal help. Students will become familiar with locations and terminology and gain an increased comfort level in the using the library as an information source or for enjoyment reading. By fourth grade students should have a basic concept of how a library works and can begin getting more specified in detail.

II. OVERVIEW

- A. Concept Objectives For Fourth Grade
1. Recognize the need for library rules.
 2. Understand how a library works.
 3. Develop an awareness of library arrangement.
 4. Instill Library terminology.
- B. Content
1. Review library rules and conduct.
 2. Review of library areas and how each area breaks down further to sub areas. (CK 4th Lang.Arts I A, III A,B,C; reviews CK 3rd L.A. I A, B & III C)
 3. Dewey Decimal system to the 100th place of decimal; CK 4th Math III B
 4. Review subject author title searches and traditional/computer card catalog systems. (CK 4th L.A. I A, III A, B & C; reviews CK 3rd L.A. I A, B & III C)
 5. Review call numbers and what each item indicates to the book and where to find that in the library. (CK 4th L.A. I A, III A, B & C; reviews CK 3rd L.A. I A & B, III C)
 6. Intro to Reference systems; volumes, roman numerals. (reviews CK 3rd Math I; CK 4th L.A. 1 A)
 7. Intro to Bibliography and citing references and plagiarism. (CK 4th L.A. I A)
 8. Libraries in History: Middle Ages, Charlemagne; Colorado libraries, specifically history of Elbert County Libraries. (CK 4th Hist/Geog., II C; CO State Standard, Hist. 1.1)
- C. Skill Objectives
1. Student will identify rules and analyze reasons.
 2. Student will label room map of the library with appropriate locations.
 3. Student will identify Dewey decimal numbers and match up the topics to the numbers.

4. Student can summarize different card catalog searches by title/author/subject and understands the similarities of the computer search and original card catalog.
5. Student can locate books on the shelf by the call number.
6. Student can identify roman numerals and volume numbers on encyclopedias. Student can identify various reference materials.
7. Student can summarize what a bibliography is and why it is important and knows where to locate the proper format for same.
8. Student has an understanding of the library in history and his/her county and can locate same.

III. BACKGROUND KNOWLEDGE

- A. For Teachers
 1. General knowledge of concepts covered in third grade.
- B. For Students
 1. Alphabetizing, introduction to decimals, parts of a book, roman numerals

IV. RESOURCES

- A. *A Day In the Library With Mrs. Gauthier*, By Angela Kailey Gauthier (Appendix A)
- B. Encarta Encyclopedia Deluxe 99, on CD Rom (or equivalent)
- C. Turrell, Linda. The Complete Library Skills Grade 4, (set K-6)
- D. Sakurai, Gail. Cornerstones of Freedom: The Library of Congress,

V. SAMPLE LESSON

Lesson One: Introduction to Libraries

- A. *Daily Objectives*
 1. Lesson Content
 - a. Purpose of the library – research, pleasure, general knowledge and information source.
 - b. The rules of the library and why they are important.
 2. Concept Objective(s)
 - a. Develop and awareness of how to use a library.
 - b. Instill the library rules and appreciate why we need them.
 3. Skill Objective(s)
 - a. Student will summarize ways to use a library.
 - b. Students will list reasons why the library rules are important.
- B. *Materials*
 1. List of library rules
 2. Library poem, Appendix A
- C. *Background Notes*
 1. Library rules are important so that everyone has access to the materials of the library in a timely manner and items stay in useable condition.
- D. *Key Vocabulary*
 1. Library – A collection of books, etc.
- E. *Procedures/Activities*

1. Discussion of many uses of a library. How have students used a library? Why we might go to a library and various kinds of libraries: Public/Private, Medical/Law, etc, and what the word library means.
 2. Read library poem (Appendix A).
 3. Have students list appropriate rules for a library and speculate a reason for them.
 4. Have students complete the Rules/Reason match (Appendix B).
- F. *Evaluation/Assessment*
1. Participation and cooperation during discussion; and completion of rules/reason matching quiz.
- G. *Standardized Test/State Test Connections*
1. N/A

VI. CULMINATING ACTIVITY

- A. Participation in the “National Library Week” School Bulletin Board; projects vary from year to year but include: book recommendations, library poems, illustrate a story, books that changed the world; essay on why I like the library etc. Prizes for participation.

VII. HANDOUTS/WORKSHEETS

- A. Appendix A: A Day in the Library with Mrs. Gauthier, Poem
- B. Appendix B: Rules/Reason Match
- C. Appendix C: 4th Grade Final Exam

VIII. BIBLIOGRAPHY

- A. Bannister, B.F. & Carlile, J.B. Elementary School Librarian’s Survival Guide. New York: Center for Applied Research in Educ., 1993, ISBN 0-87628-297-4
- B. Hodges, J.C., Whitten, M.E. & Webb, S.S. Harbrace College Handbook. 10th ed. New York: HBJ, 1986, 0-15-531851-9
- C. The Merriam-Webster Dictionary. New York: Simon & Schuster, 1974, ISBN 0-671-80591-6
- D. Microsoft. Encarta Encyclopedia Deluxe 99. CD ROM. Microsoft Corporation, 1998
- E. Sakurai, Gail. Cornerstones of Freedom: The Library of Congress. New York: Children’s Press, 1998, ISBN 0-516-26395-1
- F. Turrell, Linda. The Complete Library Skills (Grades K-6). 5 vols. Mpls., MN: T.S. Dennison & Co., Inc., 1994
- G. WEB SITES:
1. <http://encarta.msn.com>
 2. <http://www.encyclopedia.com/articles/07441.html>

Appendix A

A DAY IN THE LIBRARY WITH MRS. GAUTHIER

By Angela Kailey Gauthier

A day in the library with Mrs. Gauthier,
She wants us to be there,
She tells us so, dear.
No food or no drinks near the books,
Keep that clear,
We're in the library now,
Have some fear!

Library voices, she says to us all
As we come in
From the midst of the hall.
The books cannot hear us
We think to ourselves,
But still we are quiet,
In spite of the shelves.

She welcomes us in,
Reads a story or two.
She points us to books,
Some old and some new.
She talks and she talks
How reading's so great...
How readings the key to determine our fate!

We aren't sure what she does,
But she does it quite well.
And somehow we feel that this place is quite swell!
We know she is glad when we come,
That's quite true...
But the look in her eye when we go,
That's good too!

Again and again,
We come and we go
To the library
Where Mrs. Gauthier gives a show.
We meet people, go places,
Have fun and feel sad.
All without leaving, and this is no fad!

She says its been going on for ages gone by
We don't believe her,
But don't think she'd lie!
It's all quite amazing,
Here in our school...
We have Mrs. Gauthier,
WHERE READINGS THE RULE!

Appendix D

4th Grade Final Exam/ Library Science

- 1.) Why do we have rules in the library?
 - a. To teach us to read
 - b. So the books are not bothered
 - c. So that everyone can enjoy the library.
 - d. None of the above
- 2.) Which of the following is NOT a rule in the library
 - a. No chewing your fingernails
 - b. No food or drink
 - c. Clean hands
 - d. Quiet voices
- 3.) Write the Roman numerals for the following numbers:
3 _____ 4 _____ 8 _____ 10 _____ 22 _____
- 4.) What is the oldest free public city library in the world?
 - a. Oxford College Library
 - b. Dallas Public Library
 - c. Library of Congress
 - d. Boston Public Library
- 5.) What does plagiarism mean?
 - a. True
 - b. To tickle
 - c. To steal
 - d. To create
- 6.) Circle all the items that would be found in the reference section of the library
 - a. Atlas
 - b. Dictionary
 - c. Little Red Riding Hood
 - d. Thesaurus
- 7.) What is the Dewey Decimal system?
 - a. A way to classify animal's
 - b. A math book
 - c. Part of a book
 - d. A way to organize book topics
- 8.) Draw a line to match up the following Dewey Classification areas

000	Religion
100	Useful Arts (cooking/pets)
200	General
300	Science
400	Ideas of Man (philosophy)
500	Literature (poems/plays)
600	Technology
700	Fine Arts (painting/sports)
800	Social Science (fairytale)
900	History/Geography
- 9.) What is a "Call Number"?
 - a. A group of numbers and letters telling you where to find a book
 - b. A number called out by the librarian as you enter the library.
 - c. A number so that you can call the library.
 - d. The address of the library.
- 10.) NF 295.01 COL, what do the last three letters tell you?

Appendix C

RULES/REASON MATCH

<u>RULES</u>	<u>REASONS</u>
1. Clean Hands	Gives everyone an opportunity
2. Return Items on time	So everyone can study and read
3. Pay Fines	Could damage the books
4. Quiet Voices	To keep track of items
5. No food or drink	To keep books clean
6. Check out all items	Repair or replace books

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Appendix E
Reference BINGO

*

		free REF space					free REF space		
		free REF space					free REF space		

*

Make a variety of Bingo Cards; * Cut into four equal Bingo Cards

Reference Bingo, Cont. (Appendix E)

Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Thesaurus	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Almanac	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Encyclopedia	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Dictionary	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Dictionary	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Encyclopedia	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Atlas	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Thesaurus	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Writing Handbook		Biographical Dictionary	Almanac	
Thesaurus	Dictionary	Almanac	Quotation Dictionary	Music Dictionary	Atlas
Encyclopedia	Atlas	Thesaurus			

** Cut and paste onto Bingo Cards...then copy Cards and cut apart

