

## PreK & K Benchmarks for Information Literacy

### Enjoy and Appreciate

- Enjoy books and other media that are read to them or selected by them
- Identify some authors and/or illustrators
- Reflect and respond to literature

### Define the Problem

- Know that the library media center contains a variety of materials
- Know that information exists in a variety of formats, including print, electronic and human
- Know where to find materials they enjoy in the library media center

### Plan a Strategy

- Have a purpose for coming to the library media center

### Locate and Access

- Choose books independently
- Use the library media center appropriately
  - Know the library media staff
  - Observe correct behavior
  - Take care of materials
  - Check out materials
  - Return materials on time
  - Replace materials correctly
- Identify the basic parts of a book
- Know the difference between fiction and nonfiction books
- Know that every book has a place where it belongs
- Identify and operate some audio-video and electronic equipment
- Use electronic technology appropriately
  - Identify the function of electronic equipment
  - Identify the parts of electronic equipment
  - Demonstrate correct care and use of electronic equipment
  - Use appropriate terminology

### Use Information

- Know that a book has a main idea
- Use materials in a variety of formats

### Synthesize

- Create, explain or demonstrate a product
- Sort and arrange items

### Evaluate

- Discuss enjoyment of an activity
- Evaluate performance of a task

## 1st Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Enjoy several books by the same author
- Learn about authors and illustrators
- Enjoy multicultural literature
- Enjoy folk and fairy tales
- Enjoy books in a series
- Respect ownership of computer created work

### Define the Problem

- Recognize the media center as a place to answer questions
- Seek help from library staff when needed
- Ask questions about an interest

### Plan a Strategy

- Identify relevant areas of the library media center
- Independently select appropriate reading materials
- Recognize the meaning and purpose of the call number (location/address)

### Locate and Access

- Locate materials by an author
- Open a program and/or document
- Identify strategies to extract information
- Recognize the arrangement of a source and its access points

### Use Information

- Use an instructional program on the computer
- Classify fiction and nonfiction
- Classify or label information
- Create a sentence using keywords from information

### Synthesize

- Describe information from a Venn Diagram
- Listen actively
- Retell a story

### Evaluate

- Review steps in finding, using and presenting information

## 2nd Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Enjoy books written at their personal reading level
- Expand familiarity with books including chapter books

### Define the Problem

- Develop a question
- Identify where to find information needed

### Plan a Strategy

- Explain that media materials are arranged by subject

### Locate and Access

- Find the general location of a book using the Dewey Decimal System
- Use simple keyword searching
- Identify the author, title and subject of a resource
- Use the table of contents and index of a book
- Use electronic links in a group activity

### Use Information

- Locate the publication date and explain its importance
- Use a reference source to answer a question
- Identify the main idea of a resource
- Identify main ideas on a page or within paragraphs

### Synthesize

- Match answers to questions
- Create a product, report, or presentation that answers a question
- Record, with adult help, sources used
- Use drawing tools

### Evaluate

- Evaluate for currency, relevancy and interest
- Record in a journal their personal response to an activity

## 3rd Grade Benchmarks For Information Literacy

### Enjoy and Appreciate

- Enjoy a variety of literary genres and types - mystery, humor, animal stories, sports stories, fantasy, science fiction, biographies

### Define the Problem

- Create a research question on a single topic that:
  - Can't be answered by yes or no
  - Is in the form of a question
  - Might start with why or how

### Plan a Strategy

- Brainstorm in a group, the best resources to select
- Create, in a group, standards for product and process

### Locate and Access

- Use electronic library catalog to find a book by author, subject, title, and keyword
- Locate specific books on the shelf
- Use basic search techniques (strategies)
- Select appropriate resources to answer questions
- Independently use the table of contents and index
- Identify main ideas within a resource

### Use Information

- Create, access, save, and print text and graphic documents
- Use a variety of resources
- Use the print and online encyclopedias
- As a group, use a teacher-selected online site
- Develop keyboarding skills
- Use spell check

### Synthesize

- Record and organize information about a topic from a variety of resources
- Present information using own words
- Develop word processing skills
- Use word processing to create a product or presentation
- Compose, edit, save and retrieve a document
- Cite sources
- Edit product or presentation
- Create a product and/or presentation which:
  - Answers a single question
  - Contains relevant facts
  - Is clear and accurate
  - Contains a main idea and supporting details

### Evaluate

- Evaluate for accuracy
- Evaluate respect for copyright
- Evaluate process and product

## 4th Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Appreciate additional literary genres of realistic and historical fiction, and poetry
- Discuss district appropriate use policies

### Define the Problem

- Create three research questions on a single topic
- Use a rubric to set standards for process and product

### Plan a Strategy

- Select information from a variety of resources
- Determine the appropriate source from a variety of reference materials

### Locate and Access

- Use a magazine data base to locate an article
- Scan topic headings before reading the material
- Identify key words within a sentence
- Go to a specific location (URL) on the World Wide Web
- Independently use electronic links

### Use Information

- Identify fact and opinion
- Identify cause and effect
- Independently use instructional programs on the computer
- Independently use teacher-selected online sites
- Manipulate graphics electronically
- Use correct keyboarding practices

### Synthesize

- Summarize information
- Organize information using an outline and graphic organizer
- Create a presentation that uses a multimedia component
- Create and demonstrate use of a database and spreadsheet
- Create products or presentations that meet standards

### Evaluate

- Evaluate whether the question was answered well
- Evaluate products or presentations using standards
- Evaluate appropriate Internet use

## 5th/6th Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Develop personal reading, viewing and listening preferences
- Discuss computer crime and vandalism
- Discuss impact of technology on personal life

### Define the Problem

- Create research-worthy questions
- Identify relevant topics, subtopics, key words
- Identify the kind of information needed
- Select presentation format appropriate for audience and purpose

### Plan a Strategy

- Identify appropriate sources based on the kind of information needed

### Locate and Access

- Use advanced search strategies
- Determine appropriate selection before printing and copying
- Use navigation tools in a web browser

### Use Information

- Answer questions using several appropriate sources such as print, human and electronic
- Compare and contrast information
- Infer and conclude from information

### Synthesize

- Take usable notes
- Prioritize and sequence information
- Use current technology to record, organize or report findings
  - Create and manipulate spreadsheets
  - Create graphs and charts
- Independently draw conclusions
- Create a product or presentation using multimedia and desktop publishing components.

### Evaluate

- Evaluate process based on standards

## 7th/8th Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Articulate author and genre reading preference
- Model ethical behavior relating to security, privacy, passwords, and personal information
- Explore the impact of technology on the skills needed for the workplace

### Define the Problem

- Generate, prioritize, and narrow questions and topics

### Plan a Strategy

- Assess the value of various types of resources
- Select accurate, authoritative, factual and understandable materials

### Locate and Access

- Access resources outside the school
- Develop and conduct an interview

### Use Information

- Use primary and secondary sources
- Apply appropriate reading strategies
- Distinguish between reliable and unreliable sources
- Evaluate authority, currency, and accuracy of sources
- Recognize propaganda and bias of sources
- Use information ethically
  - Cite properly
  - Quote directly
  - Follow copyright law
  - Do not plagiarize
- Follow acceptable-use policies

### Synthesize

- Create a multimedia presentation
- Develop advanced word-processing skills
- Independently create databases and spreadsheets
- Use specialized computer applications (CAD, music comp. software, etc.)

### Evaluate

- Evaluate Internet use and information
  - Efficiency
  - Accuracy
  - Authority
  - Currency
- Evaluate presentation format appropriateness
- Evaluate ethical use of information

## 9-12th Grade Benchmarks for Information Literacy

### Enjoy and Appreciate

- Read for personal growth and enjoyment
- Use technology for personal growth and enjoyment

### Define the Problem

- Independently develop rubrics or standards for process and product
- Create a research question that examines conflicting viewpoints

### Plan a Strategy

- Organize and sequence an information task

### Locate and Access

- Use search engines and directories to find appropriate sites
- Identify different types of web resources

### Use Information

- Recognize errors in logic
- Determine omissions of information in sources
- Understand contexts of information using social, political, and economic concepts
- Do mental battle with ideas encountered, rejecting some, none, or all ideas; deciding to collect new data to replace old

### Synthesize

- Apply information into critical thinking and problem solving to complete a task
- Integrate new information with prior knowledge
- Make appropriate decisions based on integrated information
- Create logical arguments using relevant evidence
- Personally respond to ideas encountered

### Evaluate

- Evaluate the critical and logical thinking process
- Evaluate decisions made
- Evaluate rubrics

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**Benchmarks for each grade level build upon  
the benchmarks of the preceding levels.**  
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