**Ridgeview Elementary Library Curriculum Guide**

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|  | **August** | **September** | **October** | **November** | **December** |
| *Kindergarten* | - Welcome!-Assign Seats- Rules/Procedures-Story Time-Checkout Procedure | -Rules Review-Checkout Procedure-Library Skills Story-Fiction Story-Nonfiction Story | -Agenda for Month-Book Fair Promotion and Setup-Story Time-Checkout Procedure | -Parts of a Book- Authors and Illustrators-ABC Order-Review-Story Time-Checkout Procedure-Thanksgiving Story | -Fiction and Nonfiction-Story Time Behavior-Holiday Activities-Checkout Procedure-Story Time |
| *1st Grade* | - Welcome!-Assign Seats- Rules/Procedures-Story Time-Checkout Procedure | -Book Care-Checkout Procedure-Using Shelf Markers-Library Skills Story-Fiction Story | -Agenda for Month-Book Fair Promotion and Setup-Checkout Procedure-Story Time | -ABC Order-Checkout Procedure-Fiction and Nonfiction Review-Thanksgiving Story-Story Time | -Advanced ABC Order-Checkout Procedure-Holiday Activities-Story Time |
| *2nd Grade* | - Welcome!-Assign Seats- Rules/Procedures-Story Time-Checkout Procedure | -5 Finger Rule-Checkout Procedure-Library Layout/Map-Map Unit-Fiction Story-Beginning Chapter Books | -Agenda for Month-Book Fair Promotion and Setup-Checkout Procedure-Story Time - Fall | -Agenda for Month-Fiction Book-Nonfiction Book-Classic Literature-Thanksgiving Story-Checkout Procedure | -Agenda for Month-Interactive Story Times – Poetry-Nonfiction Book-Fiction Book-Classic Literature-Checkout Procedure-Holiday Books |
| *3rd Grade* | - Welcome!-Assign Seats- Rules/Procedures-Story Time-Checkout Procedure\*Fines | -Fines & Math-Checkout Procedure-Material Intro-Fiction Story-Biographies & Autobiographies | -Agenda for Month-Book Fair Promotion and Setup-Checkout Procedure-Book Talks | -Agenda for Month-Intro to OPAC-ABC Order Review-Call Number Preview-Checkout Procedure | -Agenda for Month-Using OPAC: Fiction-Using Call Numbers in Fiction- Checkout Procedure |
| *4th Grade* | - Welcome!-Assign Seats- Rules/Procedures-Checkout Procedure\*Fines | -Daily 5:Read to Self-Checkout Procedure | Daily 5:Read to Self-Checkout Procedure | Daily 5:Read to Self-Checkout Procedure | Daily 5:Read to Self-Checkout Procedure |
| *5th Grade* | - Welcome!-Assign Seats- Rules/Procedures-Story Time-Checkout Procedure\*Fines | -Fines-Checkout Procedure-Material Intro-Silent Sustained Reading | -Agenda for Month-Book Fair Promotion and Setup-Checkout Procedure-Book Talks | -Agenda for Month-Intro to Rebecca Caudill Book Awards-Silent Sustained Reading-Book Talks-Checkout Procedure | -Agenda for Month-Rebecca Caudill Updates-Animoto-Silent Sustained Reading-Checkout Procedure |
| *Pre-K* | - Welcome!- Rules/Procedures-Story Time-Checkout Procedure | -Story Time-Checkout Procedure | -Book Fair Promotion and Setup-Checkout Procedure | -Checkout Procedure | -Checkout Procedure |
| *Ongoing Duties* | - Research Materials- Order Materials- Reshelve- Read Shelves- Weed Materials- Repair Materials- Process Materials- Catalog Materials- Lesson Plan- Professional Development- Collaborate- Schedule- Maintain Computers- Maintain Web Site- Check out Books | - Academic Intervention- Behavioral Intervention- Library Programming- One-on-One SPED Reading- Monitor Study Halls- Misc. Assigned Tasks- Bulletin Boards- Uphold Appearance |  *Library Procedures* | 1. Students are to enter quietly and orderly.
2. Begin with story or activity.
3. During ACTIVITY books are to be checked out.
4. Story should be read in E section on carpets.
5. Students are to put away materials used.
6. Students are to line up in prompted manner.
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