**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. |  |
| *Version 11.0*  *Updated 12/19/2014* |  |  |  |  |  |