

**Clara Barton Open School
Media Center
2011-2012**

I'm Michael, the new Media Specialist at Barton. In the Media Center, students attend classes, use computers, check out materials and search out information. There are over 16,000 items in the collection, and 34 computer workstations are available.

This year I want students to learn how to use the library resources -- the collection itself, the library catalog, and subscription databases -- and then branch out into evaluating the resources they find. Because technology is constantly changing, I really want to strike a balance between learning how to use the technology and focusing on the content. All the lessons are created to fall within the Minnesota Information and Technology Literacy standards. For more information about the standards, visit <http://memotech.ning.com/page/memo-information-and> .

Kindergarten

We begin by reading lots of books about libraries; then I move into different types of books -- wordless books, ABC books, counting books, cumulative stories. Later in the year we'll move to author studies and begin introducing them to the computers -- the different parts of the computer, how to treat it, how to click a mouse and so on.

Grades 1-2

For grades one/two I plan on working with the kids on introducing them to the library -- how to treat a book; where to find different kinds of books, how to check things out, etc. -- and then some real computer basics like creating, opening and saving a Word document.

Then I'll go into using both print and online dictionaries; mostly focusing on library terms. Later in the year we'll focus on periodicals, and the kids will make their own magazine. We also will learn some basic skills basic applications like Pixie and Kidspiration.

Grades 3-4

I'll quickly go over some library basics -- fiction, non-fiction, the Dewey decimal system, how to check things out, use the catalog, etc. and then some real computer basics on word. We'll then focus on how to improve their searches using both the Internet and library databases. Later we'll learn to use the presentation software PowerPoint and Type to Learn.