REFERENCE COLLECTION

CORE REFERENCE COLLECTION (PRINT AND DIGITAL FORMATS)

➔ Dictionary and Thesaurus

➔ Atlas

➔ Almanac

➔ Encyclopedia

➔ MAGNOLIA and other online reference database can be used alongside the print version to teach students how to use both types of media

REFERENCE COLLECTION STANDARDS

Reference collections should be concise, up-to-date, and connect to the standards. Reference collections should be updated every 3 to 5 years and should contain no more than five copies of one title. For example, an elementary library's reference collection can contain 5 copies of The American Heritage First Dictionary but cannot contain 25 copies of that title to used in a classroom setting.

➔ RI.2.5: Know and use various text features (e.g. captions, bold print, subheadings, glossaries, indexed, electronic menus, icons) to locate key facts or information in a text efficiently.

➔ W.3.7: Conduct short research projects that build knowledge about a topic.

➔ W.3.8: Recall information from experiences or gather information from print and digital sources; take brief notes on sources and sort evidence into provided categories.

CLASSROOM SETS

Classroom sets of reference materials should be purchased using other instructional funds. For example, if a middle school library has 25 copies of The American Heritage Student Dictionary that is housed in the library's storeroom, then the copies need to barcoded and placed in the automated system as a set and checkout as a set for teachers to use in and out of the library.

READY REFERENCE

Ready Reference areas can be created to help pull information together for projects, teaching units, or research. The Ready Reference area rotates during the school year depending on the needs of the teachers and students. Ready Reference should be designated to a central location in the school library to help students and teachers easily find resources. Quality signage should be made to promote the Ready Reference collection. Bookmarks, flyers, and other takeaways should act as supporting documents to the Ready Reference collection.

Example: If high school social studies and English teachers a teaching a unit on the Great Depression, then the school librarian can pull all of the library resources that contain information regarding the Great Depression and the 1920/1930s into the Ready Reference section. This will allow teachers to find information to use in class and students will be able to find additional resources such as historical fiction to take the learning beyond the classroom.

CURRENT REFERENCE COLLECTION

READY REFERENCE COLLECTION