

## LIBRARY & INFORMATION SKILLS BOOKLIST FOR SCHOOLS

The following list of resources has been selected to provide additional practical suggestions and ideas for implementing Library and Research Skills for Key Stages 1 - 3. Some of the titles include templates for resources or photocopiable worksheets and others look at the theory of teaching library skills in the classroom context.

Librarians from the School Library Service have reviewed each resource.

**BARRETT Lynn & DOUGLAS Jonathan**  
**Facet Publishing 2004**

**The CILIP guidelines for secondary school libraries**  
**9781856044813**                      **£22.95**

These guidelines are the recommendations of CILIP (formerly The Library Association) for the effective management of school libraries. They offer practical guidance as well as material for advocacy. A concise and effective reference tool for all aspects of school library development.

**BUZAN Tony**  
**Thorsons 2003**

**Mind maps for kids: an introduction**  
**9780007151332**                      **£14.99**

Clearly laid out, with simple text and lots of colour diagrams, this version will appeal to pupils and to adults, as a teaching tool, too.

**DEVON SCHOOL LIBRARY SERVICE** **Where it's @ and how to get there: a cross-curricular approach to independent learning**  
**Devon School Library Service 2006**                      **£25.00 for subscribers £35.00 others + p & p.**

' a CD-ROM absolutely stuffed with good ideas for developing information literacy and library awareness in the primary school'.(Geoff Dubber). Resources on the CD-ROM integrate information skills teaching with National Curriculum units for years 3,4 & 5. Full teaching notes, templates, teacher assessment sheets and a certificate are included.

Note: the unit for Year 4 can be downloaded from the DSLS website @ [www.devonsls.org.uk](http://www.devonsls.org.uk)

**DRURY Claire**  
**Available direct from Carel Press**

**Search and Discover : Active library and Information Skills**  
[www.carelpres.co.uk/librарyskills.htm](http://www.carelpres.co.uk/librарyskills.htm)                      **£19.95**

The book provides a detailed teaching framework for 8 projects, originally developed for KS 3. Its' objective is to equip pupils with transferable information-handling skills. Each project follows a similar structure that includes a choice of activities, offering a differentiated approach. Some worksheets could be adapted for KS 2: e.g. The Planets, Healthy Eating, links with KS 2 Science, or the Famous Scientists balloon debate as a focus for work with biography.

**DUBBER Geoff      Crossing the Divide: Induction and transition in the secondary school  
LRC**

**School Library Association 2005      9781903446294      £8.50(£7.50 SLA members)**

The latest edition of this professional guide to induction stresses that induction applies to *all* of the transition phases in the school, not just Year 7 students. Students starting new courses at GCSE and sixth form, new members of staff and other adults should also be included. The difference between induction (an introduction designed to enthuse and motivate new users) and information skills teaching is made clear. The book includes specific advice and guidance in planning effective inductions and the text is supported with case studies which provide practical examples (including the library induction story written some years ago by staff at Paignton Community College and familiar to many Devon colleagues). This book is a useful aid to librarians.

**DUBBER Geoff      Information matters: developing information literacy skills  
through the secondary school LRC**

**School Library Association 2005      9781903446270      £8.50(£7.50 SLA members)**

Updated from 1999, these invaluable guidelines consider the role of the LRC in the wider context of information literacy, and recent curriculum developments. Includes sections on e-learning and the use of the Internet, and self-evaluation. Case studies and examples of materials used by school librarians make this an accessible and supportive resource. Websites – n.b. date of publication

**DUBBER Geoff      Cultivating curiosity: information literacy skills and the Primary School  
Library**

**School Library Association 2008      9781903446423      £7.50 (£6.00 SLA members)**

This book identifies six essential information-handling skills, from planning a piece of work through to evaluating both the outcome and the process. It describes key strategies for developing information skills, including practical activities for using resources in the school library, and using ICT for information handling. The appendix gives examples of grids to adapt for worksheets.

**DUBBER Geoff      A Primary School Information skills toolkit**

**School Library Association 2008      9781903446447      £12.00 (£7.50 SLA members)**

Accompanies 'Cultivating curiosity' see above. Provides a wide range of activities, practical ideas and templates to support the teaching and learning of information and literacy skills in KS 1+2, grouped into the six key skills.

**DUBBER Geoff ed. The internet, the primary school library and the independent learner.**

**School Library Association 2002      9781903446133      £8.50 (£7.50 SLA members)**

A very useful compilation of practical case studies, which give ideas for developing the internet as a key information source for independent learning in the primary school library. Although the work is based on individual websites the emphasis is on the learning process rather than the software. In carrying out the projects, pupils develop their ICT skills and link the use of the Internet to other information resources.

**HERRING James E The internet and information skills: a guide for teachers and school librarians  
Facet Publishing 2004**

**9781 856044936**

**£34.95**

This book gives a theoretical context and practical help and advice to teachers and librarians on how to exploit the internet and teach information skills. He stresses the importance of integrating these skills into the curriculum and of teachers and librarians working together. The author developed the PLUS model of information skills teaching - Purpose, Location, Use and Self-evaluation, which he applies to teaching students how to use the web. Each chapter begins with a list of competencies which the reader should be able to achieve after working through the chapter. Useful to dip into.

**The Primary School Library Guidelines**

CILIP revised 2008

Can be downloaded from [www.cilip.org.uk](http://www.cilip.org.uk)

Every primary school was sent a copy of these guidelines when they were first published in 2002. Now regularly updated and available only on the CILIP website.

They help not only in the teaching of library skills, but also with assessing library provision in the school. The document gives objectives for a school to aim towards under a variety of areas such as policy, environment, staffing, funding, selecting resources, organisation, reader development, information literacy and judging success. They emphasise the role of the library in the teaching and learning culture of the school and how the library can provide the basis for lifelong learning.

**READING FOR A REASON. The effective use of primary school libraries**

Available from **Devon School Library Service 2001 1855228106 Book and CD £15.00**

Contains case studies of seven Devon primary schools that took part in a project to focus on library use with different year groups and different curriculum areas. Offers practical, tried and tested ideas for teaching library and information skills in addition to general suggestions for promoting the school library. Supported by a CD-Rom which contains detailed accounts of the case studies plus supplementary material e.g. exemplar policy, skills progression lists, etc.

**TAYLOR Chris**

**Combating copying**

Available from **Devon Education Services 1996**

**product code HIS001 £8.50**

This book offers practical suggestions to help pupils across the 5-19 age range to develop the skills they need to do research well. Although the activities are based on history topics they can be easily adapted for other curriculum areas. The author covers all the important aspects in a succinct and clear manner. Although the section on the use of ICT sounds a bit old-fashioned, this book is still a very useful source of ideas for teaching note-taking.

**THOMAS Frances  
A & C Black 2004**

**Finding information (Internet Projects)  
9780713669374**

**£15.99**

This excellent, well-presented, resource includes step-by-step, illustrated guides to computer skills, best web sites and 30 cross-curricular projects with photocopiable activity sheets. It is a very useful aid to help pupils learn how to carry out successful searches, develop their research skills and evaluate information. Revised edition compatible with Windows XP.

**WRAY D & LEWIS M      Practical ways to teach reading for information**  
**Reading & Language Information Centre 1997      Available from [www.nell.org.uk](http://www.nell.org.uk)      £4.50**

Based on the experience of the EXEL (Exeter Extending Literacy project), the authors outline a series of strategies to teach more effective reading for information in the primary school. They give examples of the of KWL and QUAD grids, and other models of good practice to encourage pupils to develop 'critical reading' skills.

**WRAY D & LEWIS M      Extending literacy: children reading and writing non-fiction**  
**Routledge 1997      97804151283081      £29.99**

Many surveys and reports have commented on the tendency for children to do little more than copy out sections of non-fiction texts. The Exeter Extending Literacy (EXEL) project was set up with the aim of exploring ways in which non-fiction might be used more effectively and profitably than this. This book outlines the thinking behind the project and describes in detail the many useful teaching strategies and approaches which were developed in collaboration with primary teachers across the country. A fundamental model for teaching information skills and note-making, firmly based on good practice.

### **Websites**

The following are U.S. sites but the skills are universal!

<http://www.englishcompanion.com/Tools/notemaking.html>

Extensive downloadable resource of templates for note making.

<http://www.big6.com>

The Big Six is a comprehensive teaching programme taking students through a 6 -step research skills process. Look under: [reproducibles - Big6 handouts](#) for a clear outline with user-friendly graphics.

### **Internet safety**

In 2007 the Government asked Dr. Tanya Byron to carry out an assessment of the Internet and video games and how they might affect children. Her summary, published for children and young people can be downloaded from <http://www.dcsf.gov.uk/byronreview/yoursay.html>

### **Plagiarism**

Are your students aware of what plagiarism is and how to avoid it?

The following websites give useful examples of student guides:

[www.hero.ac.uk/uk/guidance\\_and\\_support/studying\\_and\\_learning/plagiarism.cfm](http://www.hero.ac.uk/uk/guidance_and_support/studying_and_learning/plagiarism.cfm)

[www.lts.leeds.ac.uk/plagiarism/what\\_is\\_it.php](http://www.lts.leeds.ac.uk/plagiarism/what_is_it.php)

## **Additional resources available from School Library Service**

"Where's That Book?" booklets : index to the Dewey classification system in the school library

"Where's That Book?" A2 posters for KS 1 and KS2 : to display in the library

"How to use the Library" set of 5 x A4 sheets to help pupils use the library

**Contact SLS staff for school-based INSET or to support work with pupils.**

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