INFOhio

School Library Basics Learning Pathway

Course Syllabi

5 Classes. 11 Contact Hours.

School Library Basics Learning Pathway Course Overview

Target Audience

The School Library Basics Learning Pathway is intended for new Ohio school librarians or Ohio school library staff who have not completed a graduate program in library science.

Prerequisites

To successfully participate and complete the activities in this Learning Pathway, participants must have experience in the following:

- A general knowledge of their library setup and a basic understanding of how libraries function.
- Using basic website navigation and technical knowledge of web-based applications such as creating an online account, managing information, and selecting settings.

Introduction

INFOhio's Vision

Each Ohio PreK-12 student has equal access to high-quality digital resources for a successful education and future.

INFOhio's Mission

INFOhio transforms student learning by providing equitable access to quality resources and cost-effective instructional and technical support for each student, educator, and parent in Ohio.

Learning Pathway Description

Learn the basics for managing your Ohio school library. This INFOhio Learning Pathway is for new Ohio school librarians or Ohio school library staff who have not completed a graduate program in library science. Choose to complete individual classes in this INFOhio Learning Pathway or complete the full School Library Basics Learning Pathway to earn up to 11 contact hours.

Learning Pathway Course Objectives

Participants in the School Library Basics Learning Pathway will achieve these objectives:

- Understand the resources that INFOhio provides.
- Learn how to advocate for the school library.
- Learn about Fetch and how it can be used as a basic library catalog search.
- Learn best practices for building and maintaining a library collection.
- Learn how to teach and support information literacy skills in your library.

Additional Resources

Open Space is Ohio's premier instructional material curation and collaboration space. INFOhio has built collections, endorsements, and hubs of high-quality instructional materials to help educators quickly locate the resources they need.

The INFOhio Learning Pathway classes feature Open Space groups where participants can share and reflect on their learning. For more information on Open Space, watch the Community and Collaboration with Open Space Groups webinar.

Course Relation to Ohio Standards for HQPD, ISTE, CCSS, and Technology

The classes in this Learning Pathway address educator learning outcomes by extending educators' knowledge of content-specific learning standards in Ohio. By promoting the value of active engagement and technology-based learning designs, educators learn to coordinate resources related to inquiry-based learning and technology integration.

More on the Ohio Standards for professional development can be found at
http://education.ohio.gov/getattachment/Topics/Teaching/Professional-Development/Organizing-for-High-Quality-Professional-Developme/Finalstandards-professional-development_FINAL.pdf.aspx.

Outline of Learning Pathway Course Content and Activities

Introduction to INFOhio

Learn more about INFOhio, Ohio's PreK-12 Digital Library, available at no cost to Ohio students, parents, and educators. This class will help participants identify the resources and tools on the website and navigate the site easily. After passing a quiz, a certificate for two contact hours is awarded. (2 hours)

Advocacy: Sharing the Value of Your School Library

Learn about the importance of advocacy and how to locate organizations and resources to assist with advocating for your school library, as well as learn how to increase your library's presence and foster communication with your community. After successfully completing the final quiz, earn a certificate for two contact hours. (2 hours)

Fetch

Learn about Fetch, INFOhio's basic online catalog search. Fetch is a simple web-based library catalog and includes a visual search, reading program search, and advanced search options. After successfully completing the final quiz, earn a certificate for two contact hours. (2 hours)

Collection Development

Learn the skills necessary to develop a collection that is up-to-date, accurate, and relevant for students and teachers. After completing the final quiz, earn a certificate for three contact hours. (3 hours)

Information Literacy

Learn about information literacy, the structure of an information framework, the resources to build information literacy, and tools to build information literacy into your communication and curriculum for students. After successfully completing the final quiz, earn a certificate for two contact hours. (2 hours)

Grades/Evaluation

This pathway is worth eleven contact hours. Completion of each class is required to earn the full eleven contact hours. The pathway and its classes are not currently available for graduate credit.

Introduction to INFOhio Class Syllabus
2 Contact Hours

Class Description

Participants in the Introduction to INFOhio class will learn more about INFOhio, Ohio's PreK-12 Digital Library, available at no cost to Ohio students, parents, and educators. This class will help participants identify the resources and tools on the website and navigate the site easily. After passing a quiz, a certificate for two contact hours is awarded.

Class Objectives

Participants in the class will achieve the following ten objectives:
- Identify the vision and mission of INFOhio.
- Understand the four services INFOhio provides for Ohio schools.
- Understand the authentication process used for Ohio access to INFOhio digital content.
- Successfully change log in accounts based on location when accessing INFOhio digital content.
- Navigate the INFOhio website to find the content you need.
- Understand the different types of searches on the INFOhio website and the results you will get for each.
- Identify INFOhio's resources that provide digital content.
- Identify INFOhio's web tools for teaching and learning.
- Locate INFOhio's support page for questions or concerns.
- Understand how to stay connected to INFOhio via email, newsletter, or social media.

Outline of Class Content and Activities

Getting Started
- **Pretest**
  Take a quiz to find out what you know or need to know about INFOhio.
  (5 minutes)
- **Welcome to the Introduction to INFOhio Class**
  Review the course objectives and the course overview. (5 minutes)

What is INFOhio?

- **INFOhio's Mission and Vision**
  Learn more about INFOhio's purpose. (5 minutes)
- **INFOhio's Four Services**
  Learn about the services INFOhio provides to Ohio schools, students, parents, and teachers. Answer questions to reflect on learning. (15 minutes)

How to Use INFOhio

- **How to Access INFOhio Digital Content**
  Learn about the INFOhio authentication process and what you need to do to ensure seamless access to its digital content. (5 minutes)
- **How to Navigate the INFOhio Website**
  Identify the best search to use on the INFOhio website to find the resource or tool you need quickly and easily. (15 minutes)
- **INFOhio's Digital Content**
  View the resources that provide digital content and learn more about INFOhio's funding partners. Answer discussion questions to reflect on learning.
  (15 minutes)
- **INFOhio's Web Tools**
  Explore the web tools INFOhio has created to help students, teachers, and parents use INFOhio's digital content. Answer discussion questions to reflect on learning. (15 minutes)
- **What Have You Learned So Far?**
  Take a short quiz to test what you have learned. (5 minutes)
- **Applying What You Have Learned**
  Do a short activity to practice what you have learned. (20 minutes)

Checking Your Learning

- **Self-Assessments**
  Create a mind map to reflect on what you learned. (15 minutes)
- **Contact Hours Quiz and Certificate**
  Take a quiz to earn a contact hour certificate. (5 minutes)

Grades/Evaluation

This class is worth two contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

Advocacy:
Sharing the Value of Your School Library
2 Contact Hours

Class Description

Participants will learn the importance of advocacy and how to locate organizations and resources to assist with advocating for your school library, as well as learn how to increase your library's presence and foster communication with your community. After successfully completing the final quiz, earn a certificate for two contact hours.

Class Objectives

Participants in the Advocacy: Sharing the Value of Your School Library will achieve seven objectives:

- Understand the meaning of advocacy.
- Identify resources to build advocacy for your school library.
- Recognize the importance of building relationships in your community.
- Locate organizations and associations that offer opportunities for support and build relationships with library peers.
- Understand how to use newsletters and social media to communicate with the community.
- Consider tools to build online presence to promote your school library.
- Understand how to represent the usage and value of your school library by using reports and infographics.

Outline of Class Content and Activities

Getting Started

- **Pretest**

  Take a quiz to find out what you know or need to know about advocacy.
  (5 minutes)

- **Welcome to the Advocacy Class**

  Review the course objectives and the course overview. (5 minutes)

- **Using Open Space Groups**

  Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

What is Advocacy?

- **Understanding Advocacy**

  Learn what advocacy is and the resources available, including the AASL advocacy site. (20 minutes)
- **Building Relationships**

  Learn about professional organizations such as OELMA and AASL and supporting organizations like EveryLibrary and INFOhio Advocacy as well as the importance of building relationships. (20 minutes)
- **What Have You Learned So Far?**

  Take a short quiz to check what you know. (5 minutes)

How to Promote Your Library

- **Building Your First Line of Support**

  Learn the importance of using newsletters and social media to promote your library. (15 minutes)
- **Online Presence to Connect Your Community**

  Learn how to develop a website and add content to support your library community. (15 minutes)
- **Your Library By the Numbers**

  Learn about reports to use to represent the usage and value of your library. (20 minutes)

Checking Your Learning

- **Self-Assessments**

  Answer questions to reflect on what you learned. (10 minutes)
- **Contact Hours Quiz and Certificate**

  Take a quiz to earn a contact hour certificate. (5 minutes)

Grades/Evaluation

This class is worth two contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

Fetch
2 Contact Hours

Class Description

Participants will learn about Fetch, INFOhio's basic online catalog search. Fetch is a simple web-based library catalog and includes a visual search, reading program search, and advanced search options. After successfully completing the final quiz, earn a certificate for two contact hours.

Class Objectives

Participants in the Fetch class will achieve nine objectives:

- Learn what Fetch is, its role in the library, and how to access it.
- Explore the Fetch interface and understand what content and features are available.
- Consider methods for sharing Fetch with students, teachers, tech coordinators, administrators, and parents.
- Develop strong search skills.
- Learn how to create customized access to Fetch to fit the needs of students, teachers, and parents.
- Learn how to create a widget, button, or link for ease of access.
- Learn how to find Fetch statistics.
- Identify best practices for using Fetch in the classroom.
- Reflect on learning by sharing information with others.

Outline of Class Content and Activities

Getting Started

- **Pretest**
  Take a quiz to find out what you know or need to know about Fetch. (5 minutes)
- **Welcome to the Fetch Class**
  Review the course objectives and the course overview. (5 minutes)
- **Using Open Space Groups**
  Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

How to Use Fetch

- **Getting to Know Fetch**

  Learn about Fetch and explore the Fetch interface. (15 minutes)

- **Finding Fetch**

  Learn how to access Fetch. (10 minutes)

- **Searching with Fetch**

  Develop good search strategies and learn about some advanced search strategies. (10 minutes)

- **What Have You Learned So Far?**

  Take a short quiz to check what you know. (5 minutes)

- **Applying What You Have Learned**

  Use Fetch to find resources on a topic. (10 minutes)

Making Fetch Easy to Find

- **Fetch Customizations**

  Learn how to create customized access to Fetch. (10 minutes)

- **Linking to Fetch**

  Learn about the different ways users can access Fetch. (5 minutes)

- **Using the Fetch Widget**

  Learn how to create customized access to Fetch with a widget. (5 minutes)

- **Fetch Use Data**

  Learn how to find Fetch Statistics. (5 minutes)

Helping Students and Staff Use Fetch

- **Teaching Students to Use Fetch**

  Learn to teach students how to use Fetch. (15 minutes)

- **Linking to ISearch**

  Learn to teach users how to access ISearch through Fetch. (5 minutes)

Checking Your Learning

- **Self-Assessments**

  Answer questions to reflect on what you learned. (10 minutes)

- **Contact Hours Quiz and Certificate**

  Take a quiz to earn a contact hour certificate. (5 minutes)

Grades/Evaluation

This class is worth two contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

Collection Development

3 Contact Hours

Class Description

Participants will work through several lessons to learn about Collection Development, what it is, and how to integrate a collection development policy into the daily management of the library. After successfully completing the final quiz, earn a certificate for three contact hours.

Class Objectives

Participants in the Collection Development class will achieve seven objectives:

- Learn best practices for building and maintaining a library collection.
- Learn more about the options available for purchasing materials for the library.
- Understand the importance of cataloging for best user experience.
- Consider helpful practices to prepare items to circulate.
- Learn why it is important to maintain a library collection and discover tools to support the work.
- Understand how conducting an inventory can help maintain a library collection.
- Reflect on learning by sharing information with others.

Outline of Class Content and Activities

Getting Started

- **Pretest**

  Take a quiz to find out what you know or need to know about Collection Development. (5 minutes)

- **Welcome to the Collection Development Class**

  Review the course objectives and the course overview. (5 minutes)

- **Using Open Space Groups**

  Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

Choosing the Best Books for Your School

- **The Collection Development Policy**

  Learn what a collection development policy is and how to create, develop, and maintain a policy for your library. (15 minutes)
- **Curriculum 101**

  Learn more about Ohio's library and academic standards. (15 minutes)
- **Using Reviews to Choose Books**

  Learn more about how to use reading and review lists to help you choose materials for your library. (10 minutes)

Buying Books

- **Budgets 101**

  Learn more about how to advocate for the library budget. (10 minutes)
- **Vendors for Purchasing**

  Learn more about vendors you can use to purchase materials for the library. (10 minutes)
- **Grant Opportunities**

  Learn more about grant opportunities available to school libraries. (10 minutes)
- **Using Reports to Support Book Purchasing**

  Learn more about the reports in your library services platform that can help support your book purchasing needs. (10 minutes)

Cataloging Books and Prepping for Circulation

- **Vendor Services**

  Learn more about the available services vendors can provide for cataloging. (10 minutes)
- **Cataloging Library Materials**

  Learn more about the options to catalog library materials. (10 minutes)

Maintaining the Library Collection

- **Library Displays**

  Learn how to incorporate library displays into the library space. (10 minutes)
- **Weeding the Collection**

  Learn weeding tips using the CREW method. (15 minutes)
- **Library Book Maintenance and Supplies**

  Learn about options for purchasing supplies and repairing library items. (10 minutes)
- **Inventory**

  Learn more about inventory and how it helps the library to run more efficiently. (10 minutes)

Checking Your Learning

- **Self-Assessments**

  Answer questions to reflect on what you learned. (10 minutes)

- **Contact Hours Quiz and Certificate**
  - Take a quiz to earn a contact hour certificate. (5 minutes)

Grades/Evaluation

This class is worth three contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.

Information Literacy

2 Contact Hours

Class Description

Participants will learn about information literacy, the structure of an information framework, the resources to build information literacy, and tools to build information literacy into your communication and curriculum for students. After successfully completing the final quiz, earn a certificate for two contact hours.

Class Objectives

Participants in the Information Literacy class will achieve six objectives:

- Understand the meaning of information literacy.
- Learn what an inquiry framework is and identify the steps in INFOhio's Dimensions of Inquiry.
- Explore resources and determine how they may support information literacy instruction.
- Learn effective teaching and communication techniques for information literacy.
- Interpret processes to build relevant curriculum and lesson plans.
- Reflect on learning by sharing information with others.

Outline of Class Content and Activities

Getting Started

- **Pretest**

    Take a quiz to find out what you know or need to know about Information Literacy. (5 minutes)

- **Welcome to the Information Literacy Class**

    Review the course objectives and the course overview. (5 minutes)

- **Using Open Space Groups**

    Join the INFOhio School Library Basics group in Open Space. In this group, discuss and reflect on the integration of this resource into the classroom with like-minded educators. (5 minutes)

How to Learn More About Information Literacy

- **What is Information Literacy?**

    Learn what information literacy is and the resources available for teaching. (20 minutes)

- **Inquiry Framework**

    Learn about the structure of the inquiry framework. (20 minutes)

- **Recommending Resources**

    Learn about resources available at INFOhio and other organizations to build an understanding of information literacy. (20 minutes)

- **What Have You Learned So Far?**

    Take a short quiz to check what you know. (5 minutes)

- **Applying What You Have Learned**

    Complete an activity to practice what you learned about the Dimensions of Inquiry. (10 minutes)

What Should Students Know?

- **Teaching Information Literacy (Standards and Guidelines)**

    Learn the techniques to teach students the process of locating, evaluating, and using resources. (20 minutes)

- **Creating Information Literacy Lessons**

    Learn ways to create lessons that teach discovery, evaluation, and how to properly use resources. (20 minutes)

Checking Your Learning

- **Self-Assessments**

    Answer questions to reflect on what you learned. (10 minutes)

- **Contact Hours Quiz and Certificate**

    Take a quiz to earn a contact hour certificate. (5 minutes)

Grades/Evaluation

This class is worth two contact hours and is evaluated by taking a summative quiz to receive a certificate of completion. It is not currently available for graduate credit. Learners are expected to fully complete all classwork and activities to pass the class.