



Library Skills Checklist

Identify the Stage level of the library skill described below:

Choosing the Right Book	Stage	1	2	3
Identifies personal interests and preferences				
Distinguishes between fiction and non-fiction				
Identifies where to find books of interest:				
• Asks library staff for assistance				
• Uses library catalogue				
• Uses library signage				
Gathers information about the book before making a decision:				
• Considers book front cover				
• Reads back cover				
• Reads flyleaf (<i>inside cover text</i>)				
• Reviews table of contents (<i>if applicable</i>)				
• Reads a sample to see if suitable level/interest				
Locating Specific Information				
Identifies where to find relevant books:				
• Asks library staff for assistance				
• Uses library catalogue				
• Uses library signage				
Uses Books:				
• Consults table of contents				
• Consults index				
• Checks copyright date to ensure up-to-date information				
• Skims and scans to find specific information				
• Makes note of information				
Uses Internet:				
• Locates relevant web-sites				
• Chooses sites from recognized authorities				
• Makes note of information				
Uses the Telephone:				
• Finds telephone number of health care organization				
• Contacts organization and requests information				
• Makes note of information				
Searching the Library Catalogue on the Internet				
Uses an appropriate search strategy to locate titles in the Library catalogue:				
• Selects basic subject search to locate materials				
• Selects basic author search to locate materials				
• Selects basic title search to locate materials				
• Selects advanced subject keyword search				
• Selects advanced author keyword search				
• Selects advanced title keyword search				
Identifies titles of interest				
Places a hold on a title of interest				

Adapted from *Toronto Public Library's Guide to Getting Good Information: A Step-by-Step Manual for Literacy Instructors* http://www.torontopubliclibrary.ca/spe_ser_lit_instructor_guide.jsp