KENDRIYA VIDYALAYA SANGATHAN
BASIC INFORMATION LITERACY CURRICULUM

This basic Information literacy curriculum is aimed at developing the skills of students to:

- recognize their information needs;
- locate and evaluate the quality of information;
- store and retrieve information;
- make effective and ethical use of information; and
- apply information to create and communicate knowledge

The recommended skill standards are,

Standard 1. Define an Information Task

Students will be able to define problems competently and identify information needs.

Standard 2. Develop Information Seeking Strategies

Students will be able to develop strategies to find information relevant to their question or personal need.

Standard 3. Locate and Access Information

Students will be able to access and gather information efficiently and effectively.

Standard 4. Use Information

Students will be able to evaluate resources for their appropriateness, select the best and extract the most relevant information.

Standard 5. Synthesize Information

Students will organize new information from multiple sources to construct a product that communicates the results of their research

Standard 6. Participate in Collaborative Activities

Students will participate effectively in groups to pursue and generate information.

Standard 7. Evaluate the Process and the Product

Students will evaluate both the research process and the final product. This may include both self and peer evaluation.

Standard 8. Appreciate Literature

Students will gain an increased enjoyment of literature and grow in their abilities to locate and select appropriate reading materials independently.

INFORMATION LITERACY CURRICULM CHART

Curriculum concepts	**Classes**												
Key: I=Introduce; T=Teach; A=Apply	1	2	3	4	5		6	7	8	9	10	11	12
I. **Library Orientation**													
Students will understand how to use the library and its resources.													
A. Rules	T	T	T	T	T		T	T	T	T	T	T	T
B. Policy	T	T	T	T	T		T	T	T	T	T	T	T
C. Staff	T	T	T	T	T		T	T	T	T	T	T	T
D. Hours	T	T	T	T	T		T	T	T	T	T	T	T
E. Physical Layout and Resource Location	T	T	T	T	T		T	T	T	T	T	T	T
F. Books/Periodicals/multimedia/other resources/ equipment care	T	T	T	T	T		T	T					
G. Internet Safety			T	T	T		T	T	T	T	T	T	T

a) Internet Safety Policy b) Cybercrimes and security measures													
II. **Resource Selection & Access**													
Students will recognize the availability of information from a wide range of sources, understand their various components, be able to make distinctions among them, and retrieve them for use.													
A. Print Resources													
1. Parts of a Book													
a. Author	T	T	T	T	T		T	A	A	A	A	A	A
b. Illustrator	T	T	T	T	T		T	A	A	A	A	A	A
c. Publisher	T	T	T	T	T		T	A	A	A	A	A	A
d. Pages	T	T	T	T	T		T	A	A				
e. Spine	T	T	T	T	T		T	A	A				
f. Covers	T	T	T	T	T		T	A	A				
g. Title page, verso													
h. Table of Contents		I	T	T	T		T	A	A	T	A	A	A
i. Copyright			I	T	T		T	A	A	T	A	A	A
j. Index / Glossary/Bibliography		I	T	T	T		T	A	A	T	A	A	A
2. Types of Print Resources													
a. Dictionary		I	T	T	T		T	A	A	A	A	A	A
b. Thesaurus			T	T	T		T	A	A	A	A	A	A
c. Atlas		I	T	T	T		T	A	A	A	A	A	A
d. Year Book		I	T	T	T		T	A	A	A	A	A	A
e. Encyclopedia			I	T	T		T	A	A	A	A	A	A
f. Newspapers			I	T	T		T	A	A	A	A	A	A
g. Magazines	I	T	T	T	T		T	A	A	A	A	A	A
h. Almanac			I	T	T		T	T	A	A	A	A	A
i. Primary Source Documents			I	T	T		T	T	T	T	T	A	A
j. Biographical Dictionary			I	T	T		T	T	T	A	A	A	A
3. Genre													
a. Fiction			T	T	T		T	A	A	A	A	A	A
1. Mystery			T	T	T		T	A	A	A	A	A	A
2. Historical Fiction			T	T	T		T	A	A	A	A	A	A
3. Science Fiction			T	T	T		T	A	A	A	A	A	A
4. Fantasy	I	I	T	T	T		T	A	A	A	A	A	A
5. Short Stories			T	T	T		T	A	T	A	A	A	A
6. Realistic Fiction			T	T	T		T	A	A	A	A	A	A
b. Folktales, Fairy Tales, Fables	T	T	T	T	T		T	A					
c. Poetry	I	T	T	T	A		T	T	T	T	T	T	A
d. Plays (Drama)				I	I		I	I	I	T	T	T	T
e. Non-fiction	T	T	T	T	T		T	A	A	A	A	A	A
f. Biography/Autobiography	I	I	T	T	T		T	T	T	T	A	A	A
g. Compare/contrast genres	I	T	T	T	T		T	A	A				
4. Dewey Decimal System													

a. Classification			I	T	T		T						
b. Alphabetization	I	T	T	T	T								
c. Numerical Order, Call No.	I	T	T	T	T								
d. Shelf-reading		I	T	T	T		T	A	A	A	A	A	A
B. Non-print Resources													
1. Websites / Search Engines	I	T	T	T	T		T	A	A	A	A	A	A
2. Internet search			I	T	T		T	T	T	T	A	A	A
a. Search Terms (keyword, author, title, subject) b . Simple, Advanced search		I	T	T	T		T	T	T	T	A	A	A
3. OPAC, Web OPAC		I	T	T	T		T	A	A	T	A	A	A
a) Search Terms (keyword, author, title, subject)		I	T	T	T		T	T	T	T	A	A	A
4. Audio (audio books, language learning)	I	I	T	T	T		T	A	A	A	A	A	A
5. CD/DVD-ROM	I	I	T	T	T		T	A	A	A	A	A	A
6. Digital Library, E-Books, E-Journals, E-content, web 2.0			I	T	T		T	T	T	T	A	A	A
7. Library Website/Blog 8. School & KVS websites	I	T	T	T	T		T	A	A	A	A	A	A
C. Mass Media													
1. Structural features of mass media forms (Television channels, radio, Newspapers)		I	T	T	T		A	A	A	A	A	A	A
2. Analysing media messages			I	T	T		T	T	T	A	A	A	A
3. Social Media: awareness and use 4. Securing your online privacy 5. Mobile technology			I	T	T		T	T	T	A	A	A	A
III. Research / Resource Utilization													
Students will use a research process strategy to gather and use information responsibly from the most effective resources.													
A. Identify research need		I	T	T	T		T	T	T	T	T	T	T
B. Formulate questions		I	T	T	T		T	T	T	T	T	T	T
C. Select appropriate resources		I	T	T	T		T	T	T	T	T	T	T
D. Gather information													
1. Skimming			I	T	T		T	T	T	A	A	A	A
2. Note-taking			I	T	T		T	T	T	T	A	A	A
3. Summarizing (book review)			I	T	T		T	T	T	A	A	A	A
4. Paraphrasing			I	T	T		T	T	T	A	A	A	A
E. Evaluate information for relevancy, authority, content, currency, point of view			I	I	T		T	A	A	A	A	A	A
F. Gather bibliographical information				I	T		T	T	A	A	A	A	A
G. Ethical use													
1. Copyright							T	T	T	T	T	T	T
2. Plagiarism				I	T		T	T	T	T	T	T	T
3. Permissions							T	T	T	T	T	T	T
IV. Communication of Information													

Students will create presentations in a variety of formats to communicate information.													
A. Create presentations to inform or persuade (oral, written, artistic, computer, multimedia)		I	T	T	T		T	T	T	A	A	A	A
B. Credit sources in proper format					I		T	T	T	T	A	A	A
V. Literature Appreciation & Comprehension													
Students will be exposed to and participate in a variety of literary experiences to increase appreciation and understanding of literature.													
A. Reading, writing, listening, and speaking for comprehension	T	T	T	T	T		T	T	T	T	T	T	T
B. Recognizes literary elements													
1. Main Idea / Theme	T	T	T	T	T		A	A	A	A	A	A	A
2. Plot / Sequence	T	T	T	T	T		A	A	A	A			
3. Character	T	T	T	T	T		A	A	A	A	A	A	A
4. Mood			I	T	T		A	A	A	A	A	A	A
5. Setting	T	T	T	T	T		A	A	A	A	A	A	A
C. Award Winners	T	T	T	A	A		A	A	A	A	A	A	A

KEYS

1. **Introduce (I):** Introduce the concept to the students
2. **Teach (T**): Teach students to develop the concepts
3. **Apply (A):** Guide and support students to learn the concepts through its application

Teaching Methodologies: Lecture, Class discussion, demonstration, gaming, note book, class/individual projects, reading aloud, storytelling, filling out forms, construct a drama, role play, library visits, preparing newsletters, quiz, quick search, case studies, audio visual, assignments, hands on sessions, competitions, question and answer, CAL/TAL, etc
Teaching Aids: Library work book, pintables, posters, bulletin boards, hand outs, CD/DVDs, e-reader, audio systems, questionnaires, toys, charts, flash cards, digital presentations, etc
Evaluation: Exam evaluations, one sentence summary, demonstrations, Minute paper, post-tests, surveys, presentations by students, creating content, publishing/posting, etc

Ref: **KVS Library Policy and Procedure Manual 2012**