

## Georgia Information Literacy Checklist

The Georgia Library Media Association and the Georgia Department of Education began a collaborative effort in the summer of 1998 to bring together school library media specialists from across the state at an annual Leadership Institute. The charge was to create tools which will assist in the delivery of quality information literacy skills instruction across the curriculum. The initial task was to extract from existing QCC documents those objectives, which are most obviously linked to information access. This work can be found at the [Georgia Learning Connections](#) site.

After completing work with the four major academic areas, the participants at the 2000 Leadership Workshop devised a grade-by-grade checklist of information literacy skills that student should know and be able to do as they progress through their academic experiences.

We welcome your comments and concerns. Be assured that the checklists will be addressed and revised as needed during the next GLMA/DOE "Summer Camp."

Please send comments and requests for further information about the Leadership Institute to:

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## Middle Information Literacy Checklists

### Literacy Skills Checklists for:

[Sixth Grade](#)

[Seventh Grade](#)

[Eighth Grade](#)

**SIXTH GRADE**

TEACHER	X	THE STUDENT WILL:
		Recognize the organizational system used for the media collection and reference sources
		Use the organizational system to locate information in the media center
		Use the media center and available technology as sources of information and pleasure
		Begin to use a research process: topic selection, question formulation, key word identification, source selection, skimming, paraphrasing, note taking, and summarizing
		Select the most appropriate reference for a given topic and retrieve information from multiple types of sources (e.g., periodicals, newspaper, indices, almanacs, dictionaries, general and specialized materials, audio visuals, databases where available)
		Analyze information to determine relevance to topic
		Collect main ideas and supporting details from two or more sources and create a simple outline
		Use cross reference in multiple types of sources
		Select one or more presentation formats (e.g., written report, transparencies, displays, audio tapes, videotapes) to present information
		Cite bibliographic information including author(s), title, publisher/producer, place of publication, copyright date, page numbers
		Use online catalog for advanced searches
		Use the Internet to locate sources of information
		Use search engines to locate sources of information
		Use GALILEO as a source of information for research projects
		Understand the ethics of using resources including copyright restrictions and the concept of plagiarism
		Work independently and respectful of the rights of all patrons in the media center
		Print information from the Internet efficiently
		Evaluate, select, and use telecommunication tools and online resources to communicate ideas that persuade, describe, inform, or involve.
		Recognize the appropriate use of information and information technology.
		Demonstrate and advocate ethical and legal use of technology and information
		Use technology and telecommunication tools to locate, analyze, synthesize, evaluate, apply, and communicate information.
		Use a variety of technology tools to solve problems.

**SEVENTH GRADE**

TEACHER	X	THE STUDENT WILL:
		Recognizes the organizational system used for the media collection and reference sources
		Use the organizational system to locate information in the media center
		Use the media center and available technology as sources of information and pleasure
		Use a research process: topic selection, question formulation, key word identification, source selection, skimming, paraphrasing, note taking, and summarizing, outlining, and presenting
		Select the most appropriate reference for a given topic and retrieves information from multiple types of sources (e.g., periodicals, newspaper, indices, almanacs, dictionaries, general and specialized materials, audio visuals, databases where available)
		Analyze information to determine relevance to topic
		Use cross reference in multiple types of sources
		Select one or more presentation formats (e.g., written report, transparencies, displays, audio tapes, videotapes) to present information
		Know how to write an entry for a bibliography
		Use the Internet to locate sources of information
		Use search engines to locate sources of information
		Use GALILEO as a source of information for research projects
		Work independently and respectful of the rights of all patrons in the media center
		Print information from the Internet efficiently
		Understand the ethics of using resources including copyright restrictions and the concept of plagiarism
		Evaluate, select, and use telecommunication tools and online resources to communicate ideas that persuade, describe, inform, or involve.
		Recognize the appropriate use of information and information technology.
		Demonstrate and advocate ethical and legal use of technology and information
		Use technology and telecommunication tools to locate, analyze, synthesize, evaluate, apply, and communicate information.
		Use a variety of technology tools to solve problems.

**EIGHTH GRADE**

TEACHER	X	THE STUDENT WILL:
		Recognize the organizational system used for the media collection and reference sources
		Use the organizational system to locate information in the media center
		Use the media center and available technology as sources of information and pleasure
		Use a research process: topic selection, question formulation, key word identification, source selection, skimming, paraphrasing, note taking, and summarizing, outlining, and presenting
		Use the most appropriate reference for a given topic and retrieves information from multiple types of sources (e.g., periodicals, newspaper, indices, almanacs, dictionaries, general and specialized materials, audio visuals, electronic databases where available)
		Analyze information to determine relevance to topic
		Use cross reference in multiple types of sources
		Select one or more presentation formats (e.g., written report, transparencies, displays, audio tapes, videotapes) to present information
		Develop a research report including a bibliography using the research process.
		Use the Internet to locate sources of information
		Use search engines to locate sources of information
		Use GALILEO as a source of information for research projects
		Work independently and respectful of the rights of all patrons in the media center
		Print information from the Internet efficiently
		Understand the ethics of using resources including copyright restrictions and the concept of plagiarism
		Evaluate websites for accuracy of information (reliability, credibility, accuracy)
		Evaluate, select, and use telecommunication tools and online resources to communicate ideas that persuade, describe, inform, or involve.

		Recognize the appropriate use of information and information technology.
		Demonstrate and advocate ethical and legal use of technology and information
		Use technology and telecommunication tools to locate, analyze, synthesize, evaluate, apply, and communicate information.
		Use a variety of technology tools to solve problems.
		Use a variety of telecommunication tools to communicate the results of research projects.