

Self-Guided Tour of the Curriculum Materials Center (CMC)

The Curriculum Materials Center (CMC) is located on the first floor of the Library. Walk straight to the back of the library. Just before the stairway, turn left and go through the double doors into the Curriculum Materials Center. Start your tour at the doorway. Consult the **map** on the last page if needed. Feel free to ask staff for assistance.

Answer the questions as you go. At the end of the tour you will be directed to the Curriculum Materials website to answer these questions online. **Print** a copy of the survey for your professor, then **submit** an e-mail copy to the CMC. You may keep this tour for reference. Keep in mind that you can continue using the CMC after graduation.

As you follow the tour, consider how the resources might help you develop a lesson plan. At the end of the tour you'll be asked to identify something that you think will be particularly helpful to you.

Please record the time you start the tour. _____ a.m. or p.m.

1. Newbery Award and Caldecott Award Books

As you enter, directly in front of you are shelves with copies of books that have won either the Newbery or Caldecott Award. You probably read some of these when you were in elementary school.

2. Juvenile Magazines

To the **left** of the Award books are children's magazines. Most focus on topics taught in schools from Kindergarten through high school. Flip through one, and think how a teacher might use it.

3. Picture Book Collection

Against the wall to your **left** is a long row of low shelves with picture books that may be borrowed for four weeks. They are arranged in alphabetical order by the author's last name. For example, books by Dr. Seuss will have a label on the spine that reads: **PJ Seu** (**P** for Picture Book, **J** for juvenile, **Seu** for Seuss).

4. Big Book Collection

Turn **left** again. On the right side of the entrance there is a low bookcase with oversized picture books, called Big Books. Select a Big Book and turn to the back of the book. There should be a Teacher's Guide with suggestions for lesson planning. Big Books may be borrowed for four weeks.

5. Curriculum Materials Classroom & Bulletin Board

Turn **left** again. Directly ahead of you is a door to the classroom. To the left of the door is a bulletin board that often features suggestions for lesson plans.

6. Literature racks

To the **left** of the bulletin board are literature racks. These are created by CMC staff to help you find materials more easily. Which one(s) might be useful to you?

7. Juvenile Books

Behind you are rows of shelves that contain the juvenile collection (books for students from first grade through grade twelve). They can be borrowed for four weeks.

7a. Juvenile Biographies (Row 2)

The first row contains biographies, arranged in alphabetical order by the last name of who the book is about. All the books about Abraham Lincoln are together. The label on books about Abraham Lincoln will read **jB LIN** (**j** for juvenile, **B** for Biography and **LIN** for Lincoln).

7b. Juvenile Fiction (Rows 3-6)

Following the biographies are several rows of Juvenile Fiction that range from easy readers for first grade students to books for teenagers. This collection is arranged in alphabetical order by the author's last name. All the books by J.K. Rowling have labels that read **J Row** (**J** for juvenile, **Row** for Rowling).

7c. Juvenile Non-fiction (Rows 6-12)

Continuing on your left are non-fiction books. These include factual books, as well as fairy tales, poetry, and plays, organized in Dewey Decimal order. A list of Dewey numbers is located at the end of the shelves to help you find books. These books vary in reading level from 1st grade through 12th grade. The call numbers on the labels for these books start with "j" for juvenile followed by a number, then the first three letters of the author's last name. An example is **j591.909 Tay** for *Rain Forest*, by Barbara **Taylor**.

8. Textbooks (Rows 13-16)

The next few aisles contain textbooks in many subjects for students in Kindergarten through Grade 12. They are arranged in Dewey Decimal order. Their labels include the word **TEXT**, the Dewey call number, the first three letters of the name of the publisher, followed by the year of publication, then the grade level of the textbook. *Totally Awesome Health* for sixth grade has the call number: **TEXT 613.07 Mee 1999 Gr. 6** (**TEXT** for Textbook, **613.07** for health education, **Mee** for MeekHeit Publishers, **1999** for year of publication, **Gr. 6** for sixth grade). A list of textbook numbers is located at the end of the shelves.

*Find a textbook for a subject area and grade level of interest to you. Write down the **title** and **call number** that is on the label. Remember that the call number of a textbook should begin with **TEXT**, and should include a grade level.*

Title of Textbook _____

Call number of Textbook _____

9. Teaching Aids & Reference (Rows 17-18)

The last row of tall shelves contains both Teaching Aids and Reference books. Teaching Aids (including computer software) have suggestions for lesson plans, teaching activities, bulletin boards, etc. Reference books include atlases, encyclopedias and bibliographies of children's and adolescent literature.

The Teaching Aids and Reference books are interfiled using Library of Congress call numbers, like books in most college libraries. Library of Congress call numbers start with one or two letters, followed by numbers, then a combination of numbers and letters.

Here's an example of a teaching aid and its call number:

Title: *Active Learning: 101 strategies to teach any subject*

Call Number: Curr.Mats. LB1027.23 .S556 1996

Teaching Aids may be borrowed for seven (7) days, while Reference books must be used in the Library.

*Write down the **title** and **call number** of a teaching aid that could be helpful to you. Look for a purple 7-day loan sticker, NOT a red REF sticker.*

Title of Teaching Aid _____

Call number of Teaching Aid _____

10. Curriculum Guides

Opposite the Teaching Aids and Reference books is a row of file cabinets with curriculum guides. Curriculum guides (or courses of study) are developed by local school districts for their teachers. Open one of the file drawers. The curriculum guides are arranged in alphabetical order by subject, then by the name of the school district, then by grade level. Many school districts now have their curriculum guides online. A list of these is available from the Education and Curriculum Resources webpage.

11. Curriculum Materials Center (CMC) Study Room

To the **right** of the Curriculum Guides is a doorway to the Curriculum Materials Study room, a quiet place to read and think.

12. Encyclopedias, Special Formats, Small Books & Holocaust Education Collection

When you leave the CMC study room there are low shelves on your **left**. On one side are encyclopedias, special format books (like pop-ups) and very small picture books. Walk around to the other side of the shelves to see the Holocaust Education collection. These materials are helpful for teaching students from Kindergarten through grade 12 about prejudice and discrimination, as well as about the Holocaust.

13. Curriculum Materials Staff

Behind you are the offices of Curriculum Materials staff. Please ask if you need help. If no one is available, you can ask for assistance at the Reference desk.

Write down the name of a staff member. _____

14. Book Cart for "Curriculum Resources for CIED203" & other classes (CIEE511, etc.)

Outside the Curriculum Materials office is usually a cart with materials that will be discussed during your orientation to Curriculum Materials. This cart will remain here for several weeks so you can refer back to it.

15. Computers

There are six computers in Curriculum Materials for you to use. The two with high stools are restricted to use of the Library's online catalog. The others (with chairs) can access the Internet as well as Microsoft Word. All are connected to a printer.

16. Curriculum Materials Website

Sit down at a computer with a chair (not a stool). Go to the website:

http://www.wpunj.edu/library/forms/currmats_survey.cfm Answer the questions online.

If all computers are in use, ask a staff member for assistance, or complete the tour at any computer that is attached to a printer.

When completed, **print** a copy for your professor, then press the **Submit** button to send an e-mail copy to the CMC. You may keep this tour for reference.

yrr 08/09

