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

The Curriculum Materials Center (CMC) is located on the first floor of the Library. Walk 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. (If you forget to print a copy, CMC staff can print a copy for you.) 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. New Book (or special topic) Display
   As you enter, directly in front of you are shelves with either new books, or books about a topic that may be of interest to teachers.

2. Juvenile Magazines
   To the **left** of the book display shelves 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. Most of these magazines are also available online. Ask the librarian for help finding the appropriate databases.

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 are low bookcases with oversized picture books, called Big Books. Select a Big Book and turn to the back of the book. There may be a Teacher’s Guide with suggestions for lesson planning. Big Books may be borrowed for four weeks.
5. Small books, Amy Job (or Curriculum Materials Classroom) & Bulletin Board
Walk to the left, past the double doors. There is a display case with small picture books (less than 8 inches high). Directly ahead of you is a door to the Amy Job 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 large bulletin board are literature racks. These booklists are created by CMC staff to help you find materials more easily. Which one(s) might be useful to you? They are all available from the Education and Curriculum Resources webpage.

7. Juvenile Books
Behind you are rows of shelves that contain the juvenile collection (books for students from first grade through twelfth grade). 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 books about Abraham Lincoln have labels that read **jB LIN** (J for juvenile, B for Biography and LIN for Lincoln).

7b. Juvenile Fiction (Rows 3-5)
Following the biographies are several rows of Juvenile Fiction that range from easy readers for first grade students to novels 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 6-11)
Continuing on your left are non-fiction books. These include informational 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 12-15)
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. *Glencoe Math* for sixth grade has the call number: **TEXT 510 McG 2013 Gr. 6** (TEXT for Textbook, 510 for mathematics education, McG for McGraw-Hill Publishers, 2013 for year of publication, Gr. 6 for sixth grade). A list of textbook numbers is located at the end of the shelves. Textbooks with 14-day loan stickers can be checked out.

*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 16-17)
These two rows of shelves contain 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:  Teaching for inquiry: Engaging the learner within
   Call Number:  Curr.Mats. ZA3075 .T423 2012
Teaching Aids may be borrowed for fourteen (14) 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 blue 14-day loan sticker, NOT a red REF (for Reference) sticker.

Title of Teaching Aid __________________________________________________
Call number of Teaching Aid ____________________________________________

10. New Books, Special Formats, & Holocaust Education Collection (Row 18)
On the last row of shelves you’ll find displays of new books, special format books (pop-ups), and the Holocaust Education collection. The Holocaust collection has materials that are helpful for teaching students from Kindergarten through grade 12 about prejudice and discrimination, as well as about the Holocaust.

11. Curriculum Guides & Jackdaw Collection
Opposite the New Books, etc. in a corner by a doorway are two file cabinets with curriculum guides. Curriculum guides are developed by local school districts for their teachers. This collection is very small because most school districts now have their curriculum guides online. A list of online curriculum guides is available from the Education and Curriculum Resources webpage.
Jackdaws are collections of reproductions of primary source materials. They are of special interest to social studies teachers.

13. Curriculum Materials Staff
To your right 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 CIED2030" & other classes (CIEE5110, SPC2550, etc.)
Outside the Curriculum Materials office is usually a cart with materials that will be discussed during your orientation to the Curriculum Materials Center.
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 and application software. All are connected to a printer.

16. Curriculum Materials Website
Sit down at a computer with a chair (not a stool). 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. Go to this website: http://tinyurl.com/cmctour2014 and answer the questions. 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.

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