

Borrowing Privileges

FSC students, staff, and faculty: no limit on number of items one can borrow.

FSC alumni: three items at a time from the Curriculum Library collection

Non-FSC patrons: items must be requested and approved by the Curriculum Librarian. There are no walk-in loans for these items.

Borrowing Materials

All materials borrowed from the Curriculum Library must be charged and returned to the Main Circulation Desk of the Whittemore Library. The loan period is the same as that granted for the general library collection except for CD-ROMS which circulate for two weeks. PLEASE CHECK KITS, GAMES AND SIMILAR ITEMS TO BE SURE THAT NO COMPONENTS ARE MISSING BEFORE CHARGING THEM OUT. If components are missing, please inform the librarian so that a record may be made and you will not be charged for the missing items. Be sure to replace all components properly in the kits, etc., before returning them. (N.B. In some cases, each component in a kit must be charged out individually; such components are furnished with separate barcodes and a notation is made on the kit. Please check the directions before borrowing.)

- All materials in the Curriculum Library collection circulate for a three week loan period except for reference materials which must be used within the library building.
- All materials are checked out and checked in at the main circulation desk on the first floor of the Whittemore Library.
- Materials may be renewed twice either in person, by phone, or online in the Minuteman Library Network (MLN) by using 'my account'.
- Fines are \$.10 day/per item; maximum fine per item is \$10.00. Fines may be paid online in the MLN 'my account' or in person.

SUGGESTIONS FOR ADDING TO THE COLLECTION ARE WELCOME. PLEASE PLACE YOUR REQUESTS IN THE SUGGESTION BOOK LOCATED ON THE SHELF LIST CARD CATALOG IN UM - 16.

The Curriculum Library: What It Is And What It Contains

The Ella C. Ritchie Curriculum Library, located on the southwest side of the Upper Mezzanine (UM) of the Henry Whittemore Library, contains a special collection of instructional materials for curriculum planning and unit development in early childhood, primary, elementary, and secondary levels. Because effective lesson or unit planning involves many levels of preparation, teachers should be made aware of all resources within Whittemore Library which may help them 1) to locate information for enriching their own understanding of the topics to be presented to their students; 2) to locate information on methodology for presenting these topics; 3) to locate appropriate materials for use in the classroom. As materials in the Curriculum Library are primarily intended for use with students from pre-school through grade twelve, they may need to be supplemented by information available in the Reference Room or the main collection. This information is indexed in the online catalog. These are located on the first floor between the Circulation Desk and the Reference Room and in the Curriculum Library.

At present, materials in the Curriculum Library include the following:

Textbooks: a) a collection of elementary and secondary school textbooks with accompanying materials such as workbooks, manuals, etc., b) activity books such as *Prop Box Play*, *Quick Poetry Activities*, *Awesome Experiments in Light & Sound*, and *15 Primary Source Activities: American History* which are, in effect, teacher's manuals or handbooks; and c) selected methods texts which are designed primarily as teacher's manuals for a particular discipline or curricular area. Most methods texts, however, are in the main library collection.

Juvenile Books: Literature for Children and Adolescents (Pre-school through early adolescents): Fiction and non-fiction for independent or supplementary reading, reading aloud, and storytelling. A collection of children's books in languages other than English and a collection of juvenile books with cassettes or cds are shelved separately. (See Floor Plan for location.) Big books, enlarged versions of children's picture books to be shared by a group, are located outside the Curriculum Library. (See Floor Plan for location.) Juvenile books are indexed in the online catalog and in the Curriculum Library card catalog. The Xedia collection, a selection of children's books, published before 1970, on microfiche, is housed in Periodicals. This collection is only indexed in the Curriculum Library card catalog. Children's books on microfiche may be identified by the word "XEDIA" stamped above the call number. NOTE: Books usually found in adult collections but suggested for young adults are not included in the Curriculum Library collection to avoid duplication of materials found in the main library collection.

Curriculum Guides: A collection of such publications on microfiche is located in Periodicals on the Upper Mezzanine. This is indexed in the Kraus Curriculum Development Library (Curric Lib Ref Z5814 C9 K7) and is also available online at www.kcdlonline.com.

Classroom Kits: Manipulative devices, charts, reproductions of original documents, etc., packaged in kit form, designed a) for developing specific skills, b) as the beginning level in a sequential program within a specific curricular area; or c) as source materials for class discussion.

Games: Commercially prepared games, puzzles, and simulations, etc. for use in various curricular areas. These may be found in the lower cabinets, Room UM16.

Professional Reference Tools: A selection of encyclopedias, dictionaries, indexes, bibliographies, atlases, etc. useful for pre-service and in-service teachers. Additional reference books and indexes particularly useful for teachers may be found in the Reference area on the first floor. NOTE: Reference materials do not circulate.

Vertical File: A collection of pamphlets, charts, and similar materials containing practical suggestions for classroom activities, remediation techniques, bulletin boards, crafts, etc. for use in grades k-12.

Videos and DVDs: A small collection of educational VHS videocassettes and DVDs for use in early childhood through high school classrooms.

CD-ROMS: A small collection of educational CD-ROMS to supplement instruction for preschool through high school.

Magazines: A circulating collection of educational magazines containing lessons, units, themes, activities, bulletin boards, and bibliographies for teachers to use in their classrooms. Titles include: AIMS, Bookbag, Kids Discover, and Mailbox Magazine.

CDs and Cassette Tapes: A collection of folk tales, nursery rhymes, fables, stories, poetry, songs, dances and other activities for children.

Publishers' Catalogs: A comprehensive collection of current publishers' catalogs, price lists, descriptive brochures, flyers, scope and sequence charts, etc. relating to educational materials and supplies. NOTE: Publishers Catalogs do not circulate.

Locating Materials in the Ella C. Ritchie Curriculum Library

The following is a brief overview of the methods used to arrange materials in the Curriculum Library. For specific locations, please consult the map on the last page.

Reference Books are arranged according to the Library of Congress Classification System. These are identified by the phrase “Curric Lib Ref” preceding the call number. These materials are indexed in the online catalog as well as in the Curriculum Library card catalog.

Fiction and Non-fiction for Children and Adolescents may be identified by the letter “j” above the call number. Fiction is arranged alphabetically by author; non-fiction is arranged by the Dewey Decimal Classification. Complete author, title, and subject entries for these materials are indexed in the online catalog as well as in the Curriculum Library card catalog. NOTE: Juvenile books that are oversized can be identified with the term “FOLIO” at the end of the call number. They are located opposite from the non-fiction books.

Juvenile books with cassettes can be identified with the term “BK/CAS” at the end of the call number. They are located on a rack against the wall near the non-fiction books. Big books are located on racks against the wall near the non-fiction books.

Vertical File Materials are arranged alphabetically by subject, for example: BOOK REPORTS, BULLETIN BOARDS, READING - DIFFICULTIES. For a complete list of subject headings currently in use, look in the small card files marked “VERTICAL FILE” located on the Vertical File cabinets.

Publishers’ Catalogs and Related Materials are arranged alphabetically by publisher in the file cabinets marked “Publishers’ Catalogs”.

CDs and Cassettes are arranged in general categories such as SONGS, POETRY AND NURSERY RHYMES, etc. These categories have been grouped by a color coded system. They are indexed in the online catalog and in the Curriculum Library card catalog and may be identified by the phrase “Curric Lib Brows Coll Cassette” or “Curric Lib Brows Coll CD”.

Classification Scheme of Textbook Materials and Sample Call Numbers

Textbooks, kits, games, videos and related instructional materials are arranged according to a special classification scheme developed to demonstrate curricular relationships among these items. Section I, following, is an outline of this classification scheme; Section II is an explanation of the call numbers which identify these materials.

I. OUTLINE OF CLASSIFICATION SCHEDULE FOR TEXTS AND RELATED INSTRUCTIONAL MATERIALS

Note: Subdivisions within these general areas may be determined by consulting the shelf list card catalog or charts posted near the shelf areas housing these materials.

A General Materials

Texts, manuals, kits and other materials which are interdisciplinary in nature and intended for use in several curricular areas.

B (Currently unassigned)

C Early Childhood and Kindergarten

Note: Many of these materials may also be included within specific subject areas and given a grade level designation. (See II: Call Numbers)

D Materials for Special Purposes

Texts, manuals, kits, and other items for specialized use in adult education, with the handicapped, the gifted, etc. Additional materials have also been included in specific subject areas with a coding indicating the special purpose for which they were designed, for example, H.21:D.5 - American History for the learning disabled.

E Reading and Language Arts

F Foreign Languages and English as a Second Language

G Guidance Services

This category includes study skills, use of the library, etc., as well as social guidance.

H Social Studies

I Currently unassigned

J “j” Fiction and non-fiction for children and adolescents

K Mathematics

L (Currently unassigned)

M Music

N Art

O (Currently unassigned)

P (Currently unassigned)

Q (Currently unassigned)

R Health, Physical Education, and Safety

S Science

T Vocational Education

Consumer and homemaking education; TO indicates occupational education in Home Economics

U (Currently unassigned)

V to X (Not applicable)

Y (Currently unassigned)

Z Lists of instructional resources (Curriculum Guides only)

II. CALL NUMBERS FOR TEXTS, CURRICULUM GUIDES, AND RELATED INSTRUCTIONAL MATERIALS

All materials in this category are arranged within the above curricular areas by call number, alphabetically and numerically, line by line.

A. Book Materials: Sample Call Number

Line 1	E.22	Classification: Phonics
Line 2	H367	Publisher's Symbol: Heinemann
Line 3	k-6:mt	Grade and audience designation: (Grk-6:teacher's manual
Line 4		Date of publication (used only when there is more than one edition of same title; volume or book number; or copy number)

Additional notations used for call numbers, Line 3 (grade level and audience designation) include the following:

Level

ec = early childhood
k = kindergarten

Audience

s = student's edition
t = teacher's edition
m = manual
mt = teacher's manual
w = workbook
wt = workbook, teacher's edition
supp = supplement(ary)

Materials which may be used interchangeably within a specified grade level are differentiated by Bk. 1, 2, 3, etc. or a, b, c, etc., depending upon the publisher's coding, as the final line of the call number.

Materials for special purposes, shelved within a specific subject area, have an additional symbol added to Line 1, the classification designation.

Examples:

E.2:D.5 Reading for the learning disabled
H.2:D.9 World History for the gifted

B. Non-Book Materials: Sample Call Numbers

Non-book materials are coded according to the form of the materials. The designation appears as part of the third line of the call number.

Examples:

Form of Material	GAME	KIT
Classification	C (Early Childhood)	S.1 (Science)
Publisher	N17 (NASCO)	W38 (Weber)
Grade:Form	ec-2:game	4-8:kit

For further information please contact:

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