

## **The Curriculum Library Collection**

The Curriculum Library, located on the Upper Mezzanine (UM) of the Henry Whittemore Library, contains a unique collection of instructional materials for pre-K-12 curriculum planning and unit development. In addition, the collection has expanded in the area of education leadership, a topic of interest for our graduate students.

Materials in the Curriculum Library include the following:

### ***Teaching Materials:***

- elementary and secondary school textbooks with accompanying materials including workbooks, teacher manuals, and more
- activity books
- DVDs
- Methods texts (others can be found in the main library collection)

### ***Classroom Kits:***

- Realia (models, figures, puppets, manipulatives)
- charts, maps, photo collections
- reproductions of primary documents

*When checking out classroom kits, review the contents label to be certain all components are in place.*

### ***Educational Technology***

- iPad2s
- digital cameras
- video cameras
- document cameras
- microscope

*Educational technology tools are loaned on a case by case basis to preservice teachers, and only through the Curriculum Librarian.*

### ***Games:***

- board games, card games, strategy games
- puzzles

These may be found in the lower cabinets in the Curriculum Materials Room, beneath the Reference collection. They are organized by curricular area.

### ***Professional Reference Tools:***

A non-circulating selection of

- encyclopedias
- indexes
- bibliographies
- atlases, and more.

Additional reference books and indexes may be found in the Reference area on the first floor.

***Videos and DVDs:***

Early childhood through high school level: author biographies, documentaries, and programs such as *Magic School Bus*.

***Magazines:***

Educational magazines containing lessons, units, themes, activities, bulletin boards, and bibliographies for teachers. Titles include: *AIMS*, *Kids Discover*, and *Mailbox* magazine.

***CDs:*** A collection of folk tales, nursery rhymes, fables, stories, poetry, songs, dances and other activities for children. Many are shelved with the juvenile collection.

***Juvenile Books: Literature for Children and Adolescents:***

Fiction and non-fiction for independent or supplementary reading, reading aloud, and storytelling.

## **Locating Materials in the Curriculum Library Collection**

*See Figure 1 for a map of the Curriculum Library.*

**The Curriculum Materials Room:**

***Reference Books*** are identified by the phrase *Curric Lib Ref* preceding the call number. They are to the left of the door in the Curriculum Materials Room.

***The Mary Burns Caldecott and Newbery Collection*** is located on the same wall as the Reference collection. These copies stay in the library. Duplicate copies of these award-winning titles that circulate can be found in the Juvenile section of the Curriculum Library.

***Teaching Materials*** are arranged according to the classification system described below.

**The Curriculum Library:**

***Fiction and Non-fiction for Children and Young Adults*** are identified by the letter “j” above the call number. Fiction is arranged alphabetically by author; non-fiction is arranged by the Dewey Decimal Classification system. NOTE: oversized juvenile books are identified with the term *Oversized* in the call number. They are located against the low wall opposite juvenile nonfiction.

Juvenile books with audio are identified with the term *BK/CAS* or *BK/CD* in the call number. They are located on a hanging rack on the wall near the non-fiction books. Big Books are located on hanging racks outside the Curriculum Materials Room. Books on CD with no book attached are shelved with the regular books in fiction or non-fiction.

***Music CDs*** are shelved in the 700s section of the Dewey Decimal Classification system, on the shelf with the books.

## **Classification Scheme of Textbook Materials and Sample Call Numbers**

Textbooks, kits, games, videos and related instructional materials are arranged according to a special classification system. Section I outlines this classification scheme; Section II explains the call numbers.

### **I. OUTLINE OF CLASSIFICATION SYSTEM FOR TEXTS AND RELATED INSTRUCTIONAL MATERIALS**

Note: Subheadings within these general categories are listed on charts posted on the shelves housing the materials.

#### **A Educational Leadership**

This part of the collection serves the needs of teacher leaders and those pursuing a career in educational administration.

#### **B General Materials**

General collection items about teaching; texts, manuals, kits and other materials that are interdisciplinary in nature.

#### **C Early Childhood and Kindergarten**

Many of these materials may also be included within specific subject areas.

#### **D Differentiation in the Classroom (Exceptional Students, Adult Education, Multicultural Classrooms etc.)**

These materials may also be found in specific subject areas with a code indicating the special purpose for which they were designed. For example, E.22:D.5 – *Sourcebook of Phonological Awareness Activities*, a book designed to provide remedial training in phonological awareness up to grade 3.

#### **E Reading and Language Arts**

#### **F Language Studies and English as a Second Language**

#### **G Study Skills, Information Literacy**

#### **H Social Studies**

#### **J “j” Fiction and non-fiction for children and young adults**

#### **K Mathematics**

#### **M Music**

**N Art**

**R Health, Physical Education, Guidance and Safety**

**S Science**

**T Nutrition, Vocational Education**

## **II. CALL NUMBERS FOR TEACHING MATERIALS**

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

- Line 1: Subject
- Line 2: Publisher
- Line 3: Grade level
- Line 4: Date of publication

### **A. Book Materials: Sample Call Number**

|        |               |   |
|--------|---------------|---|
| Line 1 | <b>E.22</b>   | Classification: Phonics   |
| Line 2 | <b>H367</b>   | Publisher's Symbol: Heinemann                                   |
| Line 3 | <b>k-6:mt</b> | Grade and audience designation:<br>(Grade K-6:teacher's manual) |
| Line 4 | <b>2007</b>   | Date of publication   |

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

| <b>Level</b>         | <b>Audience</b>                |
|----------------------|--------------------------------|
| ec = early childhood | s = student edition            |
| k = kindergarten     | t = teacher edition            |
|                      | m = manual                     |
|                      | mt = teacher manual            |
|                      | w = workbook                   |
|                      | wt = workbook, teacher edition |
|                      | supp = supplement(ary)         |

**Materials with multiple volumes** are differentiated by Bk. 1, 2, 3, or a, b, c, depending upon the publisher's coding, as the final line of the call number.

**Materials for special needs**, 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 format of the materials. The designation appears as part of the third line of the call number. Non-book materials include games, kits, cds, videos, DVDs, puppets, microscopes, and more.

**Examples:**

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

**Borrowing Privileges**

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

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

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

“J” items circulate to the MLN community

**Borrowing Materials**

- All materials in the Curriculum Library collection circulate for a three week loan period except for educational technology, which is loaned on a case-by-case basis.
- All materials except for educational technology are checked out and checked in at the main circulation desk on the first floor of the Whittemore Library. Educational technology is checked in and out with a curriculum librarian.
- Materials may be renewed twice either in person, by phone, or online in the Minuteman Library Network (MLN) by using ‘my account’. Educational technology can not be renewed.

- 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. For educational technology fines, see the Curriculum Library Loan Policy for Educational Technology.

For further information please contact: [curriculumlibrary@framingham.edu](mailto:curriculumlibrary@framingham.edu)

Ms. Kim Cochrane, Curriculum Librarian Room - UM17  
508-626-4657

Ms. Kim Carney, Curriculum Library Assistant Room - UM18  
508-626-4659

Ms. Megan Lenzi, Curriculum Library Assistant Room - UM19  
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See the Curriculum Library web pages for even more information:  
<http://www.framingham.edu/henry-whittemore-library/curriculum-library/index.html>