

When I Grow Up...



I Want To Be
A Librarian

Teacher's Guide

WHEN I GROW UP...

I Want To Be A Librarian

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When I Grow Up... I Want To Be A Librarian

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When I Grow Up I Want To Be A Librarian
Grades 1-4
Viewing Time: 14 minutes

INTRODUCTION

Teaching young children about specific careers benefits them in several ways. First, it unravels the mystery of what adults do during the day. Second, it increases their awareness of how communities function. Third, perhaps most importantly, it helps them make the connection between what they are studying in school and their dreams for the future. The ultimate purpose of this program is to help motivate children to do well in school, to make the connection between present actions and future results, and to illustrate how the members of a community work together to create a productive society.

SUMMARY OF THE VIDEO

When I Grow Up I Want To Be A Librarian explores the careers of librarians beyond the usual association of checking out books, putting books back on shelves, and reading books. Librarians are shown as teachers, entertainers, and research specialists. Through narration, interviews, and dramatization, students will get an inside look at librarians and gain a new appreciation for all of the hard work involved in making sure that the library always has the best materials, stays organized, and is a great resource.

This program begins by giving examples of different topics that can be researched at the library and introduces some of the resources the library has to offer. A group of librarians then demonstrate the various skills they use every day, including research, communication, and organization.

By spending the day at the library, ten-year-old Alison learns what skills and knowledge are necessary to become a librarian. A group of librarians “show and tell” about the communication skills involved in not only talking with individuals, but also with large groups; how reading skills play such a large role in what books, videos, and other resources are chosen for the library; and why organization skills are so important to a librarian.

A big part of Alison’s day is spent learning the best way to do research at the library. Points stressed include starting your research with the help of a librarian, being very specific about the information for which you’re looking, and asking a librarian for help if you don’t know how to use the computers. While researching librarians as a career, Alison learns about different research tools, including the reference desk, the computerized card catalog, and the Internet. Throughout this video, terms including *information*, *communication*, and *research* are also defined. At the end of the day, Alison recaps what skills are necessary to become a librarian and has a great head start on becoming a librarian when she grows up.

TEACHER PREPARATION

View the videotape and review this teacher’s guide and blackline masters. Duplicate in sufficient quantities the blackline masters you intend to use.

The presentation and activities are intended to inspire discussion about different skills needed to become a librarian, as well as to teach basic research skills. The environment of your facility will impact how you choose to present the program; feel free to tailor any part of it to the needs and perspective of your students.

Even though this program concentrates on the different skills and requirements necessary to being and becoming a librarian, all libraries are unique. You may want to take the time and familiarize yourself with your community library and ask their opinions about what skills and requirements are needed to become a librarian.

INSTRUCTIONAL NOTES

Before presenting this lesson to your students, we suggest that you preview the video and review this guide and the accompanying blackline master activities in order to familiarize yourself with the content.

As you review the materials presented in this guide, you may find it necessary to make some changes, additions, or deletions to meet the specific needs of your class. We encourage you to do so, for only by tailoring this program to your class will they obtain the maximum benefits afforded by the materials.

It is also suggested that the video presentation take place before the entire group under your supervision. The lesson activities grow out of the context of the video; therefore, the presentation should be a common experience for all students.

PRE-TEST

Prior to students viewing the video, distribute **Blackline Master #1: Pre-Test**. After the pre-test is complete, correct the test in class to assess what the students know about the careers of librarians. The results of this assessment tool may be contrasted with those of **Blackline Master #6: Post-Test**, to be administered after the lesson is complete, in order to gauge student comprehension of the objectives.

STUDENT PREPARATION

Ask the class what name is given to someone who works in the library. What is the job of a librarian? Where do they work? How do we know who they are? Explain to the class that librarians work for the community; part of the reason they are there is to keep the library organized and to help us find information we are looking for more quickly.

Ask the children what skills a librarian uses everyday in his or her job. Does he or she need good math skills? Why or why not? How could research skills be important to librarians? What about reading skills? What are some ways in which librarians use reading skills? Does anyone in the class think he or she would like to be a librarian someday? Do you think there are some things you can do right now to start preparing to become a librarian?

Tell the class that they are about to watch a program that will help them answer all of these questions. Remind them that the skills they are learning right now in school will help them in whatever career they choose, including that of a librarian.

STUDENT OBJECTIVES

After viewing the video and participating in the follow-up activities, students should be able to:

- Describe a librarian's job.
- Explain the best way to begin research at the library.
- Define "information."
- Discuss different programs the library has to offer.
- List different skills a person needs to become a librarian.
- Define "communication."

- Discuss why research skills are so important to a librarian.
- Explain why it's important for librarians to have good communication skills.
- Give examples of some skills they are learning in school that librarians use in their job every day.
- Describe what they should do to begin their research at the library.
- Describe the Internet.
- List examples of what they can do now to start preparing for a career as a librarian.

VIEW THE VIDEO

Viewing time: 14 minutes

FOLLOW-UP ACTIVITIES

DISCUSSION QUESTIONS

Use the following discussion questions to prompt further examination after viewing the video presentation.

1. What are some skills you are learning in school that librarians use in their career everyday?

(Skills include reading, writing, math, research, communication, and organization.)

2. What does "communication" mean?

(To make information known. Two types of communication skills that you use everyday are writing and speaking. Communication skills allow us to express our thoughts, feelings, and information easily and effectively.)

3. Can you give examples of how librarians use reading, math, and communication skills on the job?

(Reading: To decide what new materials they think people would like and then we buy them. Read re-

views of CDs or videos to an Internet site. Math: Librarians use math skills to figure out how much money they have to spend on new books, to calculate what a person owes if he or she turns a book in late, and to keep track of the amount of materials they have in the library. Communication: To be able to talk with people using the library. To have the confidence to speak or read in front of groups.)

4. What are some different things you can tell me about the Internet?

(The Internet is the largest computer system in the world. It's a collection of computers that are connected to share information. Information on the Internet can travel around the world in less than one second. The Internet can give you information on just about any subject imaginable.)

5. What does "research" mean?

(Research means to study something closely. To gather information about a fact or topic.)

6. Why are research skills so important to a librarian?

(They need to know the skills well in order to teach other people the best way to do research on their projects. Good research skills help librarians help library visitors conduct their own effective research.)

7. How does the computerized card catalog help when doing research?

(The computerized card catalog gives information about what is in the library, and where in the library that information can be found.)

8. What is "information?"

(Information is knowledge. That means to know about or understand something. The more information you have about a certain subject, the better understanding you'll have.)

9. When beginning research at the library, where is the best place to begin and why?

(The best place to begin your research at the library is with a librarian. The reason you should begin with a librarian is because he or she will know the best place and method to begin looking for your information.)

10. What are some things you can do right now to start preparing to become a librarian?

(A student can prepare by working hard at his or her reading, writing, math, and communication skills; going to the library and doing research about librarians; always staying organized; being respectful/nice to other people; and always doing his or her best.)

BLACKLINE MASTER ACTIVITIES

1. Distribute **Blackline Master #2: The Internet** and **Blackline Master #3: Matching Game**. In **Blackline Master #2**, students will choose the best answer to describe the "Internet." **Blackline Master #3** asks students draw a line from the word description to the matching picture.

2. Distribute **Blackline Master #4: Librarians' Skills**. Students are asked to circle four or more skills that librarians use in their job. This exercise will help reinforce the fundamental skills mentioned though out the video. Discuss the findings with students and ask them to give an example of how they use these same skills in school everyday.

3. Distribute **Blackline Master #5: The Library**. Students will choose the best word or words to complete each sentence. This exercise will emphasize different definitions that were discussed during the video as well as emphasizing research skills.

4. Distribute **Blackline Master #6: Post Test**. The post-test is comprised of questions from the pre-test, the follow up discussion questions, and the blackline master activities. The results of the assessment tool may be contrasted with the results of **Blackline Master #1: Pre-Test** to gauge student comprehension of the objectives before and after the administration of the lesson.

EXTENDED LEARNING ACTIVITIES

The following activities extend the objectives beyond the bare essentials.

1. Ask your school librarian to come into the classroom to discuss his or her career as a librarian. Have your students ask questions. Why did he or she decide to become a librarian? How has his or her job has changed with technology? What subjects did he or she study in school?

2. Have your students go to the library and research the history of libraries and then write a short report. When they have finished their papers, have them read them in front of the class.

3. Ask your school librarian or community librarian for a tour of the library. Have him or her show your students how to use the computerized card catalog and/or the Internet.

4. Have students work individually or in small groups to visit the library and do a research paper about the Internet. When they finish the papers, have them read them in front of the class.

ANSWER KEY

Blackline Master #1: Pre-Test

1. T
2. T
3. F
4. F
5. T
6. F
7. T
8. F
9. T
10. T

Blackline Master #2: The Internet

- B. system
- F. world
- D. computers
- C. information
- E. Internet
- A. one
- G. subject

Blackline Master #3: Matching Game

1. D
2. A
3. E
4. B
5. C

Blackline Master #4: Librarians' Skills

1. Communication
2. Math
3. Reading
4. Organization
5. Writing
6. Research

Blackline Master #5: The Library

1. a. study
2. c. librarian
3. a. Information
4. b. computerized car catalog
5. b. taking different parts of something and making it one.
6. d. all of the above

Blackline Master #6: Post-Test

1. math, writing, reading, organization, research, communication
2. The Internet is the largest e. computer system in the a. world. It's a collection of computers that are connected to share b. information. Information on the c. Internet can travel around the world in less than d. one second.
3. False; Organization skills are important to librarians.
4. True; The best place to begin research at the library is with a librarian.
5. False; Information means knowing something.
6. True; The computerized card catalog gives information about what is in the library, and where that information can be found.
7. Answers will vary. Librarians use reading skills to review different materials they might buy for the library.
8. The computerized card catalog gives information about what is in the library, and where that information can be found. It makes research easier and faster.
9. Librarians use communication skills to help people find what they are looking for at the library.
10. I can start preparing now by doing my best in all of my subjects, especially reading and communication, and by going to the library and learning about the best ways to do research.

WHEN I GROW UP I WANT TO BE A LIBRARIAN
Script of Narration

Narration:

Have you ever wondered how people are able to travel through space... what the best way is to hit a baseball... or why dolphins can stay under water? Well, there's a place where you can find the answers to not only these questions but also just about every question about any topic you can name! That place is the library.

Narration:

Besides being a great place to learn about sports... different types of animals... outer space... and other parts of the world. The library offers many different types of clubs, workshops, and story telling groups. And there are some very special people who make this all possible just for you... they're called librarians.

Mr. Morning:

A lot of people think that librarians shelve the books or sit around and check out the books or read books all day, but there's a lot of different things librarians do.

Mrs. Jan Watkins:

We're teachers. We spend a lot of time teaching children how to use reference books, CD-ROMs, or the Internet.

Mrs. Roxy Ekstrom:

Well, sometimes we're entertainers. We spend a lot of time sharing stories with children either telling them or reading to them.

Narration:

Do you know what information is? Information is knowledge. That means to know about or understand something. The more information you have about a certain subject, the better understanding you'll have. Information in the library comes in many different forms. You can get information from books, magazines, CD-ROMs, videotapes, computers, and the librarians themselves.

Librarian:

Hi, can I help you?

Alison:

Hi. I have a meeting today with Mr. Morning.

Librarian:

Ok, are you Alison?

Alison:

Yes.

Librarian:

I'll call him and tell him you're here. Todd, Alison's here.

Alison:

Hi. My name is Alison, I'm ten years old and when I grow up I want to be a librarian. I want to be a librarian because I enjoy reading. I like working with kids and I love being around people.

Mr. Todd Morning:

Hi, Alison?

Alison:

Yes?

Mr. Todd Morning:

I'm Todd Morning.

Alison:

Hello.

Mr. Todd Morning:

Why don't we go this way.

Alison:

Ok, thank you.

Mr. Todd Morning:

Alison, I've talked it over with the other librarians and what we thought we would do today is let you spend some time with each one of us and that way you can see all of the different things that we do. How does that sound?

Alison:

Great.

Mr. Todd Morning:

Great, I think the first thing we'll do is take a tour of the library.

Alison:

Ok.

Narration:

The library is made up of many different areas. The reference desk helps people find the information they are looking for faster. The computer lab allows people to work on special projects. And the program room lets children hear some of their favorite stories. The main part of the library is where all of the magazines, newspapers, computers, and books are found.

Mr. Todd Morning:

So Alison, did you ever realize there were so many parts to a library?

Alison:

Not really, how do you keep track of everything?

Mr. Todd Morning:

Organization, that's really the most important skill a librarian has to have.

Narration:

Organization means taking different parts of something and making it one. It's kind of like a puzzle. When you start you have a lot of different parts, but when you organize the pieces you have one big picture. Librarians keep the library organized with the help of the computers. With all of the information that the library has, can you imagine what it would be like if the librarians didn't keep it so well organized?

Librarian:

Can I help you?

Young Girl:

Yes, I'm looking for a book about dogs.

Librarian:

It's in there.

Narration:

The library probably wouldn't be a very helpful place to visit, would it?

Alison:

What skills did you learn in grade school that helped you become a librarian?

Mrs. Jan Watkins:

Reading. Reading is a very, very important skill for a librarian. Not only do you have to learn to read and read well and understand what you read, but you have to love books and information. Part of a librarian's job is to keep the library up-to-date. We decide what new materials we think people would like and then we buy them. Everyday in this job there's something for us to read. It could be anything from reviews of CDs or videos to an Internet site.

Mrs. Jan Watkins:

If we wouldn't take the time read, or didn't understand what we were reading we might order things that people will never use. And if people aren't enjoying the things that we buy, then that's really a waste of money that could have been spent on something more worth while.

Narration:

Another important skill for librarians is math. Librarians use math skills to figure out; how much money they have to spend on new books; what a person owes if he or she turns a book in late; and to keep track of the amount of materials they have in the library.

Alison:

What's a typical day like as a librarian?

Mrs. Roxy Ekstrom:

Well Alison, everyday we deal with a large number of different kinds people. They come in they ask us all different kinds of questions and we have to be able to talk with them to understand exactly what it is that they want help with. And that's where another skill that I learned in grammar school comes in very handy, communication.

Narration:

Do you know what communication means? Communication means to make information known. Two types of communication skills that you use everyday are writing and speaking. Communication skills allow us to express our thoughts, feelings, and information easily and effectively.

Mrs. Roxy Ekstrom:

Good communication skills also give you the confidence to speak in front of groups. And as a librarian that's very important. One of the most rewarding parts of this job is reading stories to children.

And when you're telling stories to children, Alison, you want to get them involved as much as possible. You want to make it a lot of fun for them and get them involved in the story.

Narration:

Do you like it when the librarian reads you a story? Well, if you do, you can do the same thing at home. The next time you check a book out bring it home and ask your mom or dad to read it to you like the librarian did.

Possibly Add Allison Reading and Boy walking Through Forest

Mrs. Roxy Ekstrom:

So as you can see communication skills are very, very important. You have to be able to understand what people are asking you, and you want them to understand everything you're saying to them.

Alison:

Are research skills important?

Mrs. Eileen Stachler:

Good research skills are very important for a librarian. We use research in our job in trying to decide what materials to buy. And we need to know the skills in order to teach other people how to best do research on their projects.

Narration:

Research means to study something closely... to gather information about a fact or topic. You can use research to learn many things. Anything from how yo-yos were invented... to why the sky is blue. Research can also teach you things about other countries... different time periods... and famous people in history. The best way to start any research project at the library is with a librarian.

Mrs. Eileen Stachler:

Now Alison, part of the reason you're here today is to learn about librarians, right?

Alison:

Yes.

Mrs. Eileen Stachler:

Well come with me and I'll show you the best way to get started on your research.

Narration:

Whenever you ask a librarian for help, try to be as specific as possible. Knowing exactly what you're looking for will give the librarian a better idea of where to suggest you begin your search, and this will save you a lot of time.

Mrs. Eileen Stachler:

Let's look at our computerized card catalog.

Narration:

The computerized card catalog gives information about what is in the library, and where in the library that information can be found. If you don't know how to use any of the computers in the library, don't be afraid to ask the librarian for help. The more you know about how to use the computers, the more quickly you will be able to gather your information.

Mrs. Eileen Stachler:

You're in luck Alison, there are two books on the shelf specifically about being a librarian.

Narration:

Once you find what you're looking for, be sure to write down all of the necessary information telling you where it can be found. This will help you find your source of information more quickly and easily.

Mrs. Eileen Stachler:

Alison, was there anything else that you wanted to learn about today?

Alison:

I would like to learn more about the history of libraries.

Mrs. Eileen Stachler:

For that let's go to one of our computers.

Mrs. Eileen Stachler:

Let's take a look and see what we can find on the Internet.

Narration:

Do you know what the Internet is? The Internet is the largest computer system in the world. It's a collection of computers that are connected to share information. Information on the Internet can travel around the world in less than one second. The Internet can give you information on just about any subject imaginable.

So if you can't find the information you're looking for directly in the library, the Internet might be the next step in your research.

Mrs. Eileen Stachler:

And that's pretty much it Alison. The more information you can give the librarian, the easier it will be to do your research.

Narration:

As much information as you can learn about librarians from books, computers, and of course videos, the best resource is still a librarian.

Mr. Todd Morning:

So Alison, do you have any more questions?

Alison:

How do you become a librarian?

Mr. Todd Morning:

Well, in order to become a librarian you have to work really hard. First you have to do really well in all of your subjects in grade school.

Narration:

Once you complete grade school, the next step in becoming a librarian is high school. After you graduate high school, you have four years of college, followed by another two years of college called graduate school where you study library science.

Mrs. Eileen Stachler:

And when you earn your master's degree in library science, then finally you're a librarian.

Mr. Todd Morning:

So Alison let me ask you a question. What skills do you think it takes to become a librarian?

Alison:

Well, since librarians spend a lot of time working with different people, communication skills would have to be very important. Librarians use communication skills to help people find the information they are looking for. Communication skills are also important when it comes to reading to small children, because the better you are at expressing a story, the more interested children will be to listen.

Alison:

It's important to not only have really good reading skills, but to also really enjoy reading. Everyday librarians are reading about different information to keep the library up-to-date. And the better the information is, the more likely people will use it. And that's where another important skill comes in, math. Before librarians up-date the library with new information, they have to know how much money they have to spend. And probably the most important skill for a librarian is research, because that's why a lot of people come to the library, to gather information about a fact or topic.

Alison:

And research is where communication and organization skills are used a lot by librarians. Communication skills help librarians determine exactly what information you are looking for. The more specific you are about your topic helps the librarian determine the source to begin your research. And finally, organization skills. Whatever source of information you use to complete your research – the Internet, a book, or a video – librarians know exactly where all the sources of information are located.

Mrs. Eileen Stachler:

And Alison, where's the best place to begin research at the library?

Alison:

With a librarian.

Mrs. Eileen Stachler:

Exactly, at the library the best place to begin any type of research is with the librarian.

Narration:

What skills are you learning in school, that librarians use in their job everyday?

Mrs. Roxy Ekstrom:

Well Alison, I would say you're off to a pretty good start to becoming a librarian.

Alison:

Thanks.

Narration:

What are some things you can do right now to start preparing to become a librarian?

Mr. Todd Morning:

Well Alison, it was really nice having you. I hope you learned a lot today.

Alison:

I did, I had a lot of fun. Thanks for everything.

Mr. Todd Morning:

Ok.

Narration:

Librarians are one of our communities' greatest resources. They help us understand the past and make good choices for the future. From the best way to hit a baseball... to dolphins... to space travel... librarians can help us learn about almost anything. What do you want to be, when you grow up?



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