

## **APPENDIX II**

### **Information Literacy/Library Media Glossary**

**Accuracy** - Measures the degree to which information sources are free from mistakes and errors

**Authority** - The knowledge and experience that qualifies a person to write or speak as an expert on a given subject.

**Benchmarks** – Indicators of progress toward achieving standards.

**Bias** - Judgment unfairly influenced by subjective opinion when the situation calls for reliance on objective fact.

**Big 6™** - A systematic approach to information problem solving using a six step process. The Big6™ can be used whenever an individual has an information problem.

**Boolean** - Words used in searching on a computer, e.g., *and*, *or*, *not*.

**Brainstorming** – An activity used to generate an idea that has no right or wrong answers.

**Cite Sources** – Reference to book, article, webpage or other published item with sufficient detail to identify the item uniquely. To quote or refer to an authority outside oneself. (e.g., title, author, publisher, website, location)

**Collaborate** - to work together in small groups or through collaboration tools, to exchange ideas, to develop understandings

**Communication Tools** - Any digital tool that allows for exchange of information and ideas both synchronous and asynchronous (e.g., email, instant messaging, forums)

**Copyright** - The idea that the authors of ideas, designs, and products may register their intellectual property with the government, thereby limiting the extent to which others may use and profit from, modify, or perform the protected creation. Creative Expressions – Creative or artistic works in a variety of media formats or creative or artistic productions and presentations (e.g., plays, exhibitions, concerts)

**Critical Thinking** – The skill required to develop effective and efficient search strategies, assess the relevance and accuracy of information retrieved, evaluate the authority of the person(s) or organization producing information content, and analyze the assumptions, evidence, and logical arguments presented in relevant sources.

**Digital Information** - written language, audio, or video accessed through digital means.

**Digital Media** - Any type of information in digital format, including computer-generated text,

graphics, audio and animations.

**Digital Presentation Tools** - Tools that facilitate the sharing of information with others, either locally or in a virtual environment.

**Digital Sources** - information gathered (written, audio, video) online and noted.

**Digital Tools** - Inclusive of all hardware and/or software. (e.g., Computers, PDA's, Personal Video Players, personal music players, Word processors, Spreadsheets, Instant messaging, web browsers, web 2.0 tools)

**Equitable access** – Fair opportunity to use resources (Access regardless of age, origin, background or views) School libraries provide resources and services that create and sustain an atmosphere of free inquiry.

**Ethical Use** - Respecting the hardware, ownership, privacy, and use of digital tools. (e.g., respecting ownership of intellectual property, being mindful of security and passwords, giving credit to cited sources, exhibiting appropriate behavior online, acknowledging boundaries of privacy)

**Extract** - [draw](#) or [pull](#) out

**Fair Use** - allows the education community to review, comment on, parody, and study copy-written materials with proper citation according to provisions in the U.S. Copyright Code providing for limited use of copyrighted materials for Educational purposes.

**Format** - A general description of an item whether it is [print](#) or [non-print](#) or digital or electronic or realia.

**Global Communication** - Refers to student communication outside the traditional classroom to learn collaboratively with other students from around the world.

**Global Learning Environment** - digital environment that extends the learning beyond the classroom walls

**Information Literacy** - the ability to recognize when information is needed then to locate, evaluate, and effectively use that information.

**Inquiry** - Inquiry is any process that has the aim of augmenting knowledge, resolving doubt, or solving a problem.

**Intellectual Freedom** - The right under the [First Amendment](#) to the U.S. Constitution of any person to read or express views that may be unpopular or offensive to some people, within certain limitations ([libel](#), slander, etc.)

**Intellectual Property** - Tangible products of the human mind and intelligence entitled to the legal status of personal property, especially [works](#) protected by [copyright](#), inventions that have been [patented](#), and registered [trademarks](#). An idea is considered the intellectual property of its creator only after it has been [recorded](#) or made manifest in specific form. (e.g. music, literature, artistic works, symbols, names, images, designs).

**KWL Chart** – to guide a student in determining what he/she **K**nows, what he/she **W**ants to know, then at the conclusion to assess what he/she has **L**earned.

### **Language Hierarchy**

- **With Assistance** - One to one help with step by step learning
- **With Guidance** – Using prompts, hints, limited input
- **At proficient** – mastery level
- **Independently** - Students perform at a superior level, without prompting, beyond classroom assignment

**Learning Targets** – Clear and usable statements of intended learning taught to students and which students are expected to learn at specific grade levels or in specific classes and leading to the mastery of benchmarks and standards.

**Media literacy** - The combination of knowledge and skills required to access, analyze, interpret, evaluate, and create media in a variety of forms.

**Multi-literacies** – Changing the notion of literacy pedagogy, this idea expands literacy to cultural expressions and technological endeavors beyond language. “being multiliterate is being able not only to read textual messages, but also be competent in interpreting symbols and images, and in using multimedia and other technological tools, such as the internet, all of which allow us to construct meaning, learn and interact with others. Being multiliterate also embraces understanding multiculturalism and showing respect to diversity, which reflects in effective interaction.” definition taken from: <http://mylearningblog.blogspot.com/2004/09/multiliteracies-definition-reflection.html>

**Personal Responsibility** - Understanding that personal actions have effects and that individuals are responsible for choices they make.

**Realia** – Three-dimensional objects from real life, whether man-made or naturally occurring, usually borrowed, purchased or donated.

**Relevance** - The extent to which [information](#) retrieved in a [search](#) of a [library collection](#) or other resource, such as an [online catalog](#) or [bibliographic database](#), is judged by the user to be applicable to ("about") the [subject](#) of the [query](#). Relevance depends on the searcher's subjective perception of the degree to which the [document](#) fulfills the [information need](#), which may or may not have been expressed fully or with precision in the [search statement](#).

**Resources** – Somebody or something used to solve a problem. (e.g., print materials, people, digital materials, archives, online databases, realia, articles, Internet,)

**Search Tools** - a simple search field with options to search text or resources on a local, regional-wide or world-wide database.

**Standards** – Set of qualities or measures by which performance, skills, or other knowledge is judged; in this case, a distillation of what students should know and be able to do.

**Synthesis** - Creatively or divergently applying prior knowledge and skills to produce a new or original whole. (adapts; anticipates; collaborates; combines; communicates; compiles; composes; creates; designs; develops; devises; expresses; facilitates; formulates; generates; hypothesizes; incorporates; individualizes; initiates; integrates; intervenes; invents; models; modifies; negotiates; plans; progresses; rearranges; reconstructs; reinforces; reorganizes; revises; structures; substitutes; validates).

**Technological** – Of or pertaining to technology.

**Textual** - Of, relating to, or conforming to a text.

**Visual** - Seen or able to be seen by the eye; visible: a visual presentation; a design with a dramatic visual effect.