

# SL&IT Praxis Study Guide

## Guides

1. Praxis Series™ Official Guide, Second Edition (\$19.95 for ebook; \$25.95 for ebook and CD; \$28.95 for CD & paper book). Note: covers the PPST and PLT tests only.  
<http://www.digitalriver.com/>
2. ETS Tests at a Glance - free booklet:  
<http://www.ets.org/Media/Tests/PRAXIS/pdf/0311.pdf>
3. [PraxisIItest.com](http://PraxisIItest.com) – free site for practice tests for [School Library](#) and all other subjects

## Topics and Possible Questions

### A. Program Administration

1. After converting to online library database system what are continuing expenses?
2. Information Power (know principles, overall theme, key indices, Information Literacy Standards); also know significance of the Appendices
3. Library Bill of Rights, Code of Ethics and confidentiality of library records
4. Taxonomies of the school library media program
5. Who decides what to purchase for the media center?
6. Main purpose of media center in a school (and how should it be organized?)
7. Know the Lance studies (for Colorado and Pennsylvania)
8. Duties of Media Specialist vs. Assistant
9. Steps for planning a new facility
10. What the county library media director does
11. What are encumbered expenses? (funds already committed for activities occurring within a six- or twelve-month reporting period)
12. Booktalking – what it is and how does one do it
13. Bookjobbers - what they do (know some popular ones)
14. Freedom to Read
15. Management of paraprofessionals and volunteers

### B. Collection Development

1. What is a publishing index?
2. Selection tools for non-print items (e.g. NICEM - National Info. Center for Educational Media)
3. Criteria for evaluating software, reconsideration policy, material selection policy
4. What can you learn from *Publisher's Weekly* (book reviews and forthcoming books, published by Reed Business Information)
5. Book review sources (e.g. *Booklist*, *Publisher's Weekly*, *School Library Journal*, and *Horn Book*)

6. Where can you find timely and relevant prepublication & published reviews?
7. What type of book does the main character change over time? (Bildungsroman- is a novel about all-around self-development)
8. What magazine do you receive as a member of ALA?
9. Know the various awards for children's and young adult literature (Caldecott, Newbery, Printz, etc.)
10. Be familiar with children's magazines that publishes stories written by readers
11. Know the characteristics of a folktale and fairytale
12. What is a "tellable" tale?
13. What would help you determine the currency of a media center (acquisition dates, copyright dates, physical condition, number of users, what??)
14. Collection development policies and what role the local school board plays
15. Be familiar with the following authors/books:
  - a. Allen Say
  - b. Gary Paulsen (especially Hatchet and other survival stories)
  - c. Ken Haycock
  - d. Issac Asimov (science fiction)
  - e. C.S. Lewis (fantasy)
  - f. Judy Bloom
  - g. Lionnel Little
  - h. Mildred Taylor (historical fiction)
  - i. R. L. Stine
  - j. Leo Lionni (fables)
  - k. Dr. Seuss
  - l. Ezra Jack Keats
  - m. Chris VanAllsburg
  - n. Theme of Ramona Quimby, Age 8 (Beverly Cleary)
  - o. How to Eat Fried Worms (Thomas Rockwell)
  - p. Jean Craighead George (know theme of My Side of the Mountain)
16. Assessing if you have enough materials in library collection
17. What to consider when purchasing materials; why is collection development important, who is responsible for purchasing

### **C. Information Access and Delivery**

1. Know the authors and steps of the Big 6
2. Describe Boolean searching and which type produces the most results (and, or, not)
3. Acceptable Use policies - what are they, why needed
4. Legal Cases:
  - a. Bethel School District vs. Fraser
  - b. Island Trees Board of Education v. Pico
  - c. copyright of televised broadcasts
  - d. Ashcroft vs. ACLU
  - e. Tinker

5. Legal Issues:
  - a. Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) – Know the difference
  - b. First steps in dealing with challenged material
  - c. Censorship policies and the process for challenged books (review the ALA position)
  - d. Copyright & Off-air Recording Guidelines and Televised Broadcasts for education (see if in Fair Use or Copyright)
  - e. Library Bill of Rights / Code of Ethics / Confidentiality: KNOW THE DIFFERENCES between these three
  - f. Intellectual freedom
  - g. First amendment rights of minors
  - h. Disability/handicap accessibility
  - i. Freedom to Read and minors
  - j. What document discusses policies on the confidentiality of library records?
  - k. Know whether a specialist can tape a televised speech for a teacher
6. Cataloging Issues:
  - a. Know AACR2 as descriptive cataloging (and identify who is responsible for it)
  - b. The purpose of MARC records (so records can be read by computers)
  - c. What all is in a MARC record (title, author, etc.) and why is it used
  - d. What is most important to consider when converting to MARC format
  - e. What is most important to consider when converting to an online catalog
  - f. What Dewey classification needs to be weeded the most? [001s (technology) or 500s (science); if neither available try 300s (government); computers, science, medicine, telecommunications]
  - g. Importance of authority control
  - h. 10 divisions of Dewey Decimal System
  - i. Know where to find and who is responsible for CIP (Copyright in Publication Data)
  - j. Copyright dates location
7. Identify essential K-12 databases (SirsDiscover, EBSCOhost, etc.)
8. If you want to integrate technology into your school what is the best way to go about it?
9. Know these networking terms: LAN (local area network), WAN (wide area network), TCP-IP, IP address, ISP (Internet Service Provider), domain, bandwidth, Internet 2
10. HTML (Hypertext Markup language) and XML (Extensible Markup language)
11. What is a disk error (generally means there's a floppy in the drive upon boot up)
12. Know these file extensions:
  - a. BMP , GIF, PDF , PNG, JPEG, TIF (graphics)
  - b. DOC, DOCX, CSV, MDB, PPS, PPT, PPTX, PUB, WPS, XLS, XLSX (Microsoft Office)

- c. ASF, AVI, MP3, MPG, MOV, MPEG, SWF, WM (video)
- d. AAC, AIF, AU, MP3, RM, WAV, WMA, WMV (audio)
- e. ARC, ARJ, CAB, HQX, LZH, TAR, TAZ, TZ, ZIP (Compressed files)

#### **D. Learning and Teaching**

1. How might an SLMS present a lesson and for which learning style would the lesson be most appropriate (visual, tactile/kinesthetic, auditory, etc.)
2. Identify the levels of Bloom's Taxonomy and provide examples of activities (e.g. synthesis activities)
3. How could you encourage a classroom teacher to collaborate on teaching
4. Rubrics and checklists
5. Learning styles (and Gardner's multiple intelligences)
6. Student assessment strategies from Information Power index

#### **E. Professional Development, Leadership and Advocacy**

1. Be familiar with various publications for librarians and their basic purpose and how used (*Booklist*, *School Library Journal*, *School Library Media Activities*, etc.)
2. Loertscher's Taxonomies on Collaboration, Integrated Curriculum, Integrated Instruction and Academic Achievement
3. Who published Information Power? (ALA and AECT)
4. What does the ALA stand for, promote and support (what's its purpose)?
5. Code of Ethics (what is it and when was it written)
6. First thing to do when preparing for a multimedia presentation
7. Evaluations of... everything- information skills, Bloom's Taxonomies and examples of evaluation
8. What organization started ICONnet (AASL e-Academy)?
9. What are the publications of ALA and AASL?
10. What is the purpose of AECT and what does the abbreviation stand for

#### **Tips**

1. Study how to take tests which ask to identify the least best answer and the best answer. Take your time and read the questions very carefully.
2. Be prepared for LEAST type answers and questions for which multiple answers are possible
3. Memorize questions from PRAXIS one printed from web page and study book
4. Be prepared to identify major publications in children's literature, as well as their awards and criteria
5. Know how to cite a book and periodical (MLA and Chicago Manual of Style)