ACCESS	EVALUATE	USE	APPRECIATE ALL CREATIVE EXPRESSIONS	ACADEMIC STANDARDS GRADE 12
Accesses information efficiently and effectively • **Formulates information needs** o Formulates questions for research ❑ Explores general information sources to increase familiarity with the topic ❑ Defines the scope of the topic (e.g. thesis statement; expand or narrow as needed) ❑ Revises, adds and deletes questions as information needs change o Develops a range of strategies to gather information ❑ Accesses the library in person and remotely when needed ❑ Develops an organizational plan to focus and guide research • Identifies potential sources of information o Online Public Access Catalog (OPAC):: MNPS, Public Libraries, Other Libraries ❑ Locates resources using searching features (i.e. title, subject, author, keyword and advanced searches using Boolean operators and/or limiters such as copyright) ❑ Use features to create, effectively use, and electronically transfer lists of materials o Databases, Search Engines, Portals ❑ Basic Search Techniques (i.e. subject, keyword, natural language) ❑ Advanced Search Techniques (i.e. Boolean operators, proximity, truncation, and other commands) • Accesses a variety of formats o Print: Books, Reference, Periodicals, Specialized Reference, Special Collections ❑ Internal organizers (i.e. table of contents, index, notes, appendices) ❑ Understands library classification and subject heading systems (i.e. Dewey Decimal and Library of Congress) o Non-Print (Electronic): Encyclopedias, Web Based: Free Web, Hidden/Deep Web, Subscription Databases (i.e. Tennessee Electronic Library [TEL]) ❑ Hyperlinks ❑ User Name, password o Non-Print (Other): Interviews ,E-mails, Digitized Collections, Multimedia	***Evaluates information critically and competently*** • Evaluates material according to: o Bias o Currency o Authority o Purpose o Accuracy • Distinguishes among fact, point of view, opposing views, and opinion • Differentiates between primary and secondary sources • Identifies specific components of URLs and understand the differences between various domains (i.e. .com, .gov, .org)	***Uses information accurately, effectively, responsibly, and creatively*** • Extracts relevant information responsibly and accurately o Paraphrases o Direct Quotations o Understands and avoids plagiarism • Organizes collected information into useful components using a variety of techniques (e.g., source cards, note cards, spreadsheets, and outlines) • Synthesizes new and prior information to draw conclusions and create a unique product • Selects the most appropriate presentation format for sharing information (e.g. oral reports, research papers, essays, multimedia presentations, visuals) • Selects tools that will enhance understanding in communication (e.g. charts, graphics, pictures, and music) • Follows laws, policies, safety precautions, and etiquette related to the access and use of resources o Follows MNPS Acceptable Use Policy o Understands intellectual property rights and follows copyright and Fair Use guidelines o Demonstrates an understanding of what constitutes plagiarism o Follows accepted procedures when using electronic communications (Netiquette) • Acknowledges the use of information from other sources, and/or cites sources using a specific approved citation format (i.e. MLA, APA, work cited page)	***Demonstrates appreciation of all creative expressions*** • Derives meaning from information presented creatively in a variety of formats (e.g. storytelling, drama, songs, puppetry, poetry) • Functions as an independent user of information resources to satisfy personal interest • Develops creative products in a variety of formats	