

**Instructional Collaboration Planning Guide
Santa Monica School Libraries**

Background Information

Teacher: _____ Subject: _____

Date(s) of Lesson: _____

Lesson Information

Lesson Topic: _____

Lesson Objectives: _____

Information Literacy Objectives (Check as many and add comments as appropriate)

Information Seeking Strategies/Location and Access

library use and procedures _____

finding/selecting/evaluating resources _____

research databases _____

search strategies _____

Use of Information

reading and taking notes _____

comparing and evaluating information _____

source citation/bibliographies _____

Synthesis (organizing and presenting the information)

outlines and graphic organizers _____

collaboration tools (wikis & blogs) _____

publication/presentation _____

other (please describe) _____

What library resources/equipment will your students need? _____

Assessment Method(s): _____

What's the best way the library media teacher can help you? _____

When is a good time for you to meet with the librarian? _____

Other comments or requests: _____