Book Entering Guide

Last updated Aug 31, 2020

Overview

Adding books to ReMo can seem overwhelming at first, so we have created this handy dandy guide to help you out. When we refer to books in this guide, we really mean all texts, not just books.

As you are entering book information, it is essential that you have the physical book in front of you. You will need to reference specific information pertaining to that book that cannot be found on the internet.

Our application works best with Google Chrome (so please, no Safari-- Sorry!).

Goals

At the end of this process, you are going to have an amazing, dynamic database of your books. Yippee! But the data is only as good as what you entered. So, in order to have a valid and reliable database that you can trust, please focus on these two goals when entering books.

1. **Consistent Data:** Please follow the style guide. I know it may not be *your* style, but consistent data = searchable data, which also gives you super-duper reports & analytics.

2. **Text Complexity:** In order to make professional judgments about books, it is helpful to have *all* the qualitative and quantitative data about the book. This can be sort of time consuming in the beginning, but input = output. Again, remember you get super-duper reports & analytics.

The goal is to enter all of your books into ReMo; however, you don't have to do it all at one time. Here are some suggestions we found helpful:

- Don't enter books when you are tired. It doesn't go well for anyone involved.
- Start with the books that students generally check out or are checking out.
- Start with one shelf, one section, or one genre at a time- whatever works for you.
- Make sure you follow a system, whatever it is, so you are not entering books twice when you only have one copy or have missed important key features about a book (like the synopsis).
- Use other websites to help you get information about a book if you are struggling or haven't read it. We suggest you start with these:
  - Scholastic BookWizard (FYI- the app works better)
  - Lexile Find A Book (Searching by author works best)
  - Goodreads
  - Kirkus Reviews
  - Common Sense Media
  - Amazon.com
  - https://americanindiansinchildrensliterature.blogspot.com/
  - https://diversebooks.org/resources-for-race-equity-and-inclusion/
  - https://www.ssc.wisc.edu/soc/racepoliticsjustice/2017/09/16/race-names/
- It doesn't have to be perfect… meaning, you don't have to have every little item in the book checked off, just the major points. For example, you don't need to tag everything you can think of for the book, just a couple will do. You can always go back and add them later (or after you have read the book).

We tried to design ReMo to minimize the work of adding all of your books into our system… and lower your pain level a couple of notches. To do this, we use what we call our "HIVE" feature. We have a default user, which is the first person to enter a specific book. Then, every reader after that person gets a copy of the form for that book. The consecutive readers can check or uncheck the book information as they see fit. Yes, it is more work for the first person to enter the book, but everyone after them reaps the benefits of that work. *(This is why your two goals are (1) consistent data and (2) text complexity.)*

Here is another little trick to use. If the book you are trying to enter is not in our ReMo system, but another edition of the book is, just choose the ReMo version and edit the data (like the ISBN, cover image, format, total page #s, etc.) to match your book. Some information, like the genre,

topics, etc., should all be the same regardless of the edition (Watch out for the text features! Some editions have more than others).

Required & Non-Editable Fields

When you are adding a book, there are certain fields that (1) are required and (2) cannot be edited after submission (even in edit view). Both will impact the accuracy and consistency of book information. Please note * indicates a required field, and (i) indicates a field that cannot be edited (non-editable).

Please make sure you check that the following fields are entered correctly *before* hitting the submit button:

- Library (required)
- ISBN 13 (required & non-editable)
- ISBN 10 (non-editable)
- Title (required & non-editable)
- Author (required & non-editable)
- Illustrator (non-editable)
- Editor (non-editable)
- Forward (non-editable)
- Publication Date (required & non-editable)
- Total # of Pages (required & non-editable)
- Format (required & non-editable)
- Quantity (required & non-editable)
- Type of Book (required)

As you are entering book information, make sure you complete all the required fields. If not, an error message will appear and the missing fields will be highlighted in red. You must fix all the fields in red before you submit. (Hint: the most frequent error is that the library has not been selected.)

Add A Book

Please make sure you complete the book information as accurately as possible. Please double check your work before you submit the book, some of the fields cannot be edited by you once it has been entered. You can enter a book manually, scanning, and importing.

- Scanning a Book: You can enter books by using a book scanner. ReMo will require you to pick a library, and then place your cursor in the ISBN13 window before scanning. Please check to make sure the scanning worked and then click "Add Book". You don't need to choose a library every time, just when you need to change where the book will be located.

- Importing a Book: *At this time, this feature is only for customers of Classroom Booksource.* You can import your books by uploading an .xls file. You will receive a report when your books have been imported, which you can view or print. Books that have matched up with books in ReMo will be directly imported in your classroom library. You can click on each book to review and revise its data. If you have books that are not in ReMo, they will go into your "Pending books", and you will need to enter them into ReMo (see Pending Books below). If you have books that do not have an ISBN number, those books cannot be imported. Your Import report will let you know all the details.

1. Pending Books

   Books that have been scanned using an ISBN scanner or imported from a file will appear in the drop down list with the most recent book entered at the top. Choose a title from the drop down, and books matching that title will appear (Go to Search a book for more directions).

   Wait, I don't see a book I scanned? If you scanned a book or imported a book that is in our ReMo database, the book is automatically entered into its designated library. (FYI-Your Classroom Library is the default library for importing books.) The book's information has been provided by another educator (the default user- remember our HIVE Feature) and its selections will automatically be filled into your form. You may edit the book information by clicking on the link in the scanned or imported book report.

2. Search a book

To find a book, you can type the title or the ISBN number into the search area. To get an accurate book choice, don't forget to type the title exactly as it is printed (like including apostrophes). Short titles may also need the author. As the information is entered, several choices will be given:

- A ReMo book that exactly matches the ISBN.This means information about the book has already been entered into our Global library. You will want to enter the condition and location for your book, plus review what the previous educator entered.

  Special Note: Educators have entered information at varying degrees of detail so check or uncheck however you like. Your copy is your copy and you may change or add what you like. Also, please let us know asap if you see inaccurate information. We are all humans after all.

- A ReMo book that is another version of the book (hardcover vs paperback). This means information about the book has already been entered into our ReMo database, but you will need to change the ISBN and other fields to match your book (like format, cover image, etc.). Accurate ISBNs are super important- this is how you check-in/return and track books.
- If the text is not found at all. All information will have to be added manually and submitted.
- In a "searched" book there are other options. Choose one and whatever information is available will be filled in. (Be aware that not all the information is available or correct. We find the largest issues around ISBN, total # of pages, authors & illustrators, publication date, etc.) Please review information to make sure it is correct as it pertains to your book because you are our "default user." What is a default user… it is the first educator to enter the book, and every book after your book gets the information. Really, no pressure! We highly suggest you use the following apps or websites if you need more information about a book::
  - Scholastic BookWizard (FYI- the app works better)
  - Lexile Find A Book (Searching by author works best)
  - Goodreads

- - [Kirkus Reviews](#)
  - [Common Sense Media](#)
  - [Amazon.com](#)

3. Library

A variety of libraries are available for ReMo users to catalog their books.Your subscription level determines what libraries can be used. Books can easily be moved from one library to another without losing book data. This allows you to permit or deny student access to individual books.

Once a book is selected you will need to choose one of the following libraries:

- **Bookroom**: This library is used for book collections that are shared with several educators. There may be single or multiple copies of the same book that will be used with students for instructional purposes. **Students do not have access to this library.**
- **Classroom:** This library is a collection of books that are accessible to students in your class to check in and out.
- **Mentor Text:** This library is used for books that you teach with, have notes in, or are using as an instructional tool in some way. These texts may include pdf's, videos, and other text materials. You also might want to put books that you do not generally let kids borrow. **Students do not have access to this library.**
- **Other Sources:** This library is used to keep track of books that you may not have in your possession. Books that have been borrowed or shared with you either from your school library, public library, or from other readers. **Students do not have access to this library.**
- **Personal:** This library is where you can keep the books you love to read or a collection that you have at home. This is also where you can place books that might be too mature for your current readers. **Students do not have access to this library.**
- **Professional:** This library is for holding all of your professional development books. These are educator specific books that support you in your craft. **Students do not have access to this library.**

4. Location

   You can choose where the book is physically located. If it is available to students within the school (like your classroom library or school library), in a public location (like a public library), at the reader's home, or borrowed from another reader.

5. ISBNs

   The ISBNs cannot be changed after the book has been submitted. If you choose a book from the search that does not have the correct ISBN 13 or 10, **FIRST** check the box "Check this box if you are editing the ISBN" next to it and delete the other ISBNs (13 & 10) and add the new ISBN numbers. Please make sure your book matches the entry. This is how all books are identified. If there is no ISBN 13 then check the editing box, delete ISBN 13 and replace with thirteen zeros (0) and add the ISBN 10 number. If there is no ISBN 10, just replace it with ten zeros (0).

   Here are some special circumstances:

   - **Books with no ISBN:** Put thirteen zeros (0) in the ISBN 13 and add ten zeros (0) in the ISBN 10.
   - **Box Sets with different books inside and there is only one ISBN number for the set:** In order to check out the books separately for students there will need to be a different ISBN number for each book. Find the ISBN number that matches each book in the set, (you can usually find the book on Amazon and use that ISBN number in place of the set ISBN number. Then add the book set ISBN number in your teacher notes under your book so you have it available if needed.
   - **Scholastic Flip Books:** Scholastic has books that are actually two books in one. One book is on one slide and you flip it over and get another book (ex: *10 True Tales Series by Allan Zullo).* It is two book titles together, so put both titles in the title section with (Flipbook) after the title. For example, *World War II Heroes/Vietnam War Heroes* (Flipbook). Enter the combined pages for the total # of pages. For example, *World War II Heroes* has 147 pages and *Vietnam War Heroes has 174 pages, the total # of pages would be 321.* Make a note of this in your teacher notes for future reference. Unfortunately, you can only choose one cover for the book so pick the cover that will be on display.

6. Title

The title should automatically be entered when a book is chosen, however please follow these formats:

- **Graphic Novel versions of a book need to be identified.** This will distinguish the novel from the graphic novel when searching for books. Please put them at the end of the title and in ( )s after the book title. For Example, *Monster (A Graphic Novel)*
- **Young Reader's Editions need to be identified.** Please put them at the end of the title and in ( )s after the book title. For example, *I Am Malala: How One Girl Stood Up for Education and Changed the World (Young Readers Edition)*.
- **Series or Chronicle names are not included in the title.** For example, *Nancy Drew: The Hidden Staircase* would only be listed as *The Hidden Staircase*. *Nancy Drew* is put in the field "What is the name of the book collection". However, if the series or chronicle includes the name as part of the actual title then it can be included, like *I Survived the Sinking of the Titanic* or *Harry Potter and the Sorcerer's Stone*.

7. Author/Forward/Editor/Illustrator

Names of all that participated in the writing, contributed to, or have text that was used in the book should be listed. Make sure commas are put in between each one so they can be searched separately.

8. Edition

When a book is modified/updated, it is published as a new edition. Most of the books you enter for students will be first editions, so enter a "1". Please don't confuse a book being reprinted with editions. If the book has just been printed with another cover or different format, it is not another edition because it is the same text.

9. Copyright Date & Publication Date

When entering the publication date, please include the date given by the most recent publisher which may not be the same as the copyright date. (ex: Copyright 2012 by The Worsellers, Inc. , Printed by Scholastic 2016). For Scholastic books, it is best to use the

Scholastic date. Be careful! Sometimes the date is hidden in the text on the copyright page (which can be located in the front or the back of a book). Make sure you are not choosing the publication date for the hardcover if you have the paperback. When in doubt, use the latest copyright date. For example, the cover design date is 2015, but the copyright date is 2006. Obviously, it was published after the cover was designed, so you would enter 2015 for the publication date.

10. Format

Choices for format include hardcover, paperback, ebook, audiobook, and other. "Other" is listed as relating to other types of text besides a novel that can be included on a bookshelf, such as a selection of a text (.pdf), articles, videos, or other media resources that will be used as part of lessons or independent reading.

11. Total # of Pages

The total # of pages must include all the end materials (index, glossary, author notes etc.). However, do **not** include guided reading/discussion questions, chapter previews/excerpts for upcoming books, and/or advertisements or lists of the author's other books.

12. Word Count & Average Words Per Page

Word count and average words per page are helpful when calculating reading rates, but they are not general information provided for a book. Most of the time these two fields will be blank.

If you would like to include an average word per page, take a representative section of the book (at least 5 pages) and count all of the words on the pages (this is easier if you do them in sections). Then, take that number and divide it by the number of pages you selected. That is your magic number.

Word count is the actual number of words in the book.

13. Quantity (Total # of Copies)

The number of copies of a book may only be entered when the book is first entered. The field will automatically default to 1. If you have more than one copy (same ISBN and

cover) you can enter the number of books you currently have on hand. Each copy is considered its own separate book in ReMo and receives it's own Copy #. We highly suggest you physically number your multiple copy books so students can match the book in their hand with the book on the screen.

If you find additional copies of the book, you need to add another book and select the matching ReMo book. ReMo will inform you that you have added a duplicate copy to the library and will automatically add the next Copy # in chronological order.

Here is a little hint: If a book gets lost or stolen and you replace it, do not delete the book from your classroom library (in the meantime...just move it to another library so that students can not access it until it has been replaced.) Just give the replacement book the Copy # of the book that was destroyed. *This hack only works if they are an exact match (same ISBN and cover).*

14. Price

The price listed on the book is what should be entered, not the actual price the book was purchased for. This will allow for accurate replacement costs if the book needs to be replaced. Totals are calculated for each library. Don't look! You might not want to know how much you spend on books...

15. Condition

A condition dropdown is available so you can choose what condition your book is in. You set the current condition and readers select the book condition (current or lower) when they return a book. This will help you keep track of books that need to be repaired or replaced.

16. Type of Book

Types of books are the first level of categorization for books in ReMo. There are three choices available: Fiction, NonFiction, and Blended.

- **Fiction** books give the reader a story.
- **Nonfiction** books provide the reader with factual information that is true and accurate.

- **Blended** has some elements of both fiction and nonfiction. The Biography genre and Picture Book forms are a perfect example for this and usually have a narrative story with real facts mixed in or shared with the reader.

Books are not either completely fiction or nonfiction. Just like paint chips, they come in varying degrees along a continuum with fiction on one side and nonfiction on the other. Blended is situated somewhere in the middle. Books located on the fiction side have more of a narrative structure and organization (like genres) and books located on the nonfiction side use more design and graphical features like text structures and text features. Then, you have books that are in the middle, like memoirs and narrative nonfiction. Yeah...basically, you can say that blended books are like a platypus to scientific classification. That's what you get when you have an egg-laying mammal.

17. Cover Image (Choose your Cover)

A cover image for your book is super important. This is how the book visually displays on your virtual and classroom bookshelves. If your cover in ReMo does not match the actual book, readers may become confused. Here are some situations you may find yourself surrounding covers:

- **If the cover matches your book,** then you are all set!
- **If the cover does not match your book or no image appears**, then retrieve an image from a Google search (please, remember fair use) that matches your book and drag the image onto your desktop. Then drop the image into the "Upload your own image" window.
- **Select from available images**. There may also be an option to choose a cover image that is already in ReMo for that book. Click that button and view the images, if you find the cover image you want, select it and then click **save** (and it will magically appear).

18. Synopsis

A synopsis will automatically populate for your book. However it may not be the best representation of what the book is about. Amazon.com or Goodreads.com often has a summary that is more accurate and available for use. Or, you can also choose to type in the summary generally located on the back cover or the inside jacket of the book.

19. Book Collection Information

Choose the type of collection that best fits the book. You have several choices to choose from:

- **Chronicles:** This should be marked if there are multiple books in a series in which the character gets older as more books are added. (*Harry Potter* collection) Remember to list the title of the chronicle and the number of the book in the collection.
- **Series:** This should be marked if there are multiple books in the series and the characters stay the same age (*Scooby Doo, Nancy Drew* etc..) Remember to list the title of the series and the number of the book in the collection.

When in doubt between a chronicle and series, choose series.

- **Anthology/Collection:** An anthology is a book that has multiple authors and a selection of writings that are in the same form, on the same subject, or during the same time period. Selected writings by one author are called collections. Remember this… an anthology is a collection, but a collection is not always an anthology.
- **Companion/Sequel:** This should be marked if there is only a sequel or it is a companion book that may include a secondary character and accompanies or elaborates on an already published book.
- **Stand-alone:** This should be marked if it has no other books that need to be read in order to understand the plot.

20. Guided Reading & Lexile Levels

ReMo uses two major types of quantitative data for book leveling- Guided Reading and Lexile. Sometimes books will not have a level. However, if you are looking for book leveling information you can check out the following sites:

- [Scholastic BookWizard](#) (FYI- the app works better)
- [Lexile Find A Book](#) (Searching by author works best)
- [Amazon.com](#)

We highly suggest you use these as one source of quantitative data to select books for readers in addition to the other elements of a text's complexity.

21. Tags

Tags provide more opportunities for you to search for books. Make sure you include commas between each tag (not necessarily every word). **Be specific** and **be consistent** with labeling tags so you can actually search for them. For example, if a character was kidnapped, just use one form of the word- not kidnapping, kidnap, kidnapped, etc.

You also don't want to include tags that are already searchable through other means. For example, don't put historical events that are already provided in the US. Historical Events section, like World War II. However, if you checked Animals in Topics, it would be ok to add specific animals like chickens or dogs. And please, please, please, check your spelling.

22. Educator Notes

This is where you can put more information about a book, that is not necessarily a tag. It might be a place for you to elaborate on content warnings you might have checked off or reminders for instructional moves.

- **I Have Read this Book:** Check this box if you have read the book. This is different from your "Read" bookshelf. As an educator you get a brand-new empty bookshelf every year, so if you read a book in the past, it won't be on there. Plus, you might want to mark your personal books as read, but not have them show up on your bookshelf… especially if you are currently reading *Fifty Shades of Grey.*
- **I Want This Book for My Classroom:** Check this book if you want a book for your classroom. This comes in handy when a reader borrows a book from another library (friend, home, public/school library), and you really love it, but don't have it. You won't have to search through pictures on your phone (Yes, I have done that) or in your shopping cart online (Yes, I have done that too!). Or find that mangled chicken-scratched list you have misplaced… somewhere (Yes! I have done that too!).
- **I Want to Discard this Book:** Check this book if you want to take the book out of your classroom library. This is the better option instead of deleting it right away- especially if you are just pulling it for a certain amount of time versus giving it away. You also might want to keep it in there until you find a replacement for it. Or you have

some concerns about a book, and you want to read it flag it as a potential book to delete giving you time to read the book before it is just… Poof! Gone!

- **I Use This as a Mentor Text:** Check this box if you use a book as a mentor text during instruction this way you can find your mentor books easily. This feature is separate from your mentor library: Your mentor library is where they are placed when you don't want student's checking them out, but after you use them in class, you might want students to use them too. This box keeps past data like the Teacher Read so that you can keep your bookshelves fluid without losing the data behind them.

23. Content Warnings

Content warnings are used to help educators when recommending or selecting books to use with readers. Not all texts are for all readers. Books that have been marked with a warning should be read by educators and considered before using as instructional and/or independent reading material for students. Please remember the age and maturity of the reader, as well as the reader's life experiences and the reading task, when sharing any book with students. *We highly suggest you read books marked with content warnings to see what the issues are for yourself before you discard them.*

- **Banned Books:** Books which are prohibited by law or to which free access is not permitted in a designated institution (for example, a book being removed from the school or a library). The three top reasons for books being banned are sexual content, offensive language, or unsuitable for an age group.
- **Mature Content:** Books that contain excessive sexual situations, language, and dangerous behaviors.The yardstick for mature content for ReMo is YA (high school).While a book may contain content too mature for the grade level you teach; it's not too mature for all high schoolers. If you have concerns about your grade level, please put your ideas in the teacher notes.
- **Sexual Abuse:** Books that feature any sexual activity that occurs without consent.
- **Stereotype Bias:** Books that feature generalizations about a group of people that are untrue or negative based on feelings and attitudes.
- **Substance Abuse:** Books that feature the use of harmful or hazardous chemical substances that change brain function altering the person's behavior, cognition, consciousness, mood, and/or perception.

- **Violence:** Books that contain the use of physical force to destroy things or injure people.
- **Vulgar Language:** Books that contain socially offensive language.

For more information about banned or challenged books, please check the ALA resources here

24. Language Registers

Language register is the level of formality with which you speak. There are five different language registers that are on a continuum:

- **Frozen:** This language is literally frozen in time and usually repeated by rote. Perfect examples of this would be biblical verses, Declaration of Independence, and the writings of Shakespeare. Doth that maketh sense?
- **Academic/Formal:** This language is very impersonal. You will not hear the uttering of slang or the use of conjunctions. You will hear lots of academic or discipline-specific terminology and complete sentences. This is the equivalent of a red carpet, suit & tie, designer dress event. This is the register most used at work or at school.
- **Consultative:** This language is what we use in conversation when talking with someone who is above our stature or experience, like a child to an elder; patient to doctor
- **Casual/Informal:** This language is what we use in general conversation among equals (or friends). Words are more general, rather than specific peppered with some slang and colloquialisms. Technically speaking, I should not have used this academic term in the casual/informal section.
- **Intimate:** This language register is used by lovers (or family members- like mother to child; twins) and not generally appropriate to use in public or professional situations. On the dark side, this language register is also used to sexually harass someone because it is too intimate for the level of relationship.

A text may have multiple elements so more than one box can be chosen.

25. Point of View (POV) Information

This is specific to the narration of the book. Who's telling the story anyway?

- **1st Person:** The "I' is telling the story.
  - **Author:** The narrator is also the author
  - **Object:** The narrator is an object.
  - **Observer:** The narrator is only observing and is not a character in the book.
  - **Protagonist/Antagonist:** The narrator is the main character of the story.
  - **Secondary Character:** The narrator is not the main protagonist or antagonist, but another character in the story.
- **2nd Person:** The narrator directly addresses the reader as if they were a character within the story (Hey, You!).
- **3rd Person:** The narrator's voice, not the character's voice, is what the reader hears. The narrator describes a character's actions by saying he, she, it, and they.
  - **Limited:** The narrator only knows the thoughts, actions, and feelings of one character.
  - **Multiple:** The narrator knows the thoughts, actions, and feelings of more than one character in the story (may show the hero's POV and then the villain's POV or switch between lovers in romance novels).
  - **Omniscient:** The narrator knows the thoughts, actions, and feelings of *all* the characters and can move between characters. The narrator also may add their own commentary in the story.

- **Unreliable Narrator:** Check this box if the book has a narrator whose credibility or viewpoint is compromised or unreliable. Is the narrator deliberately deceptive, delusional, insane or is he/she/it too naive, too young to understand, or doesn't have all the information?
- **Multiple Points of View:** *Not to be confused with multiple 3rd person….* Be aware that some books may change POV (like the Prologue might have a 2nd person POV, and the rest of the story is the 3rd person limited.) so feel free to check what is needed.

26. Literary Devices

Literary devices are linguistic techniques that are used by the author to make meaning. We chose the "most popular" ones to feature in ReMo.

- **Anthropomorphism vs Personification:** So, what is the difference? Well, personification is when an animal, deity, object, or abstract idea has a specific quality that is compared to a human trait for the purpose of creating imagery. Anthropomorphism gives human attributes and actions to an animal, deity, object, or abstract idea for the sole purpose of having it looking, sounding, and acting like a human. So to break it down... in personification the non-human item seems like it is doing something human, while in anthropomorphism, the non-human item is actually doing something human.
- **Play on Words** features -nym words (like homonyms & heteronyms), puns, idioms, sniglets, spoonerisms, etc.

If a literary device is not listed as an option, you can add it as one of your tags or add it to your educator's notes..

27. Modes of Writing

Modes of writing are the types of writing that are primarily used. A text may have multiple modes of writing so more than one can be chosen.

- **Narrative**: provides experience and events
- **Persuasive/ Argumentative**: provides opinions and tries to influence
- **Reflective**: shares thoughts primarily for metacognition
- **Expository/Informative**: provides information
- **Procedural:** provides directions or describes a process

28. Genres

This was a big debate about what to include here. We primarily used the work of Fountas & Pinnell, but with our own twists. Your eyes do not deceive you, you won't find poetry here (It's in Forms).

Genres are organizational structures for fictional texts. Each genre has its own characteristics. Don't always believe what you see on the web (or paper for that matter)! Many books are labeled incorrectly and will say they are fantasy, but aren't. Oftentimes, legends are also mislabeled as myths. So here are a few we just wanted to clarify so we are all on the same page.

- **Historical Fiction vs Realistic Fiction:** If you select a specific date or event that has happened during the year 2000 or earlier, then it is historical fiction; however, (here comes the platypus again…) if the book can happen now and doesn't have any detectable attributes of the past, then it can be marked as a realistic fiction book.

  We created the cut off for historical fiction based on the ages of our students. A reader that was born in the year 2000 is now in their twenties. They did not live during the time that happened before 2000 and therefore have a harder time relating to, having background knowledge of, or experiences with the events, language, culture, and people of those time periods.

- **Fantasy:**
  - **Low Fantasy:** The setting takes place in the real world but has elements that could not happen, such as talking animals or objects that have magical powers.
  - **High Fantasy:** The setting is completely imaginary or an alternate imaginary world that exists alongside our world. It has heroic characters who grow and change from the ordinary to the extraordinary through quests.
- **Magical Realism:** Basically a realistic fiction book, but it contains one magical element. The magic is seen as normal to the character, but it usually can be explained away by normal circumstances. It is rooted in reality with a touch of magic, and the reader questions if what is happening is *really* real or if there is an unreliable narrator or character.
- **Traditional Literature:** Remember that platypus from before… well, it is back and it is about to get messy. Traditional literature is fantasy, but the stories started out orally and then were written down. Also, the characters are pretty flat and static, and there are recurring patterns and language.

  Some authors replicate the style of traditional literature even though their "original" story was not actually passed down orally. Use your best judgement-- the purpose of checking all of these boxes on "Add a Book" is to find the best books for readers.

  - **Fables:** A fictional story intended to teach a moral or a lesson
  - **Fairy Tales:** They are a type of Folktale that is generally set in medieval times and has magical elements: people with magical powers, supernatural beings like

witches, and magical objects. Fairy Tales would not be the same without magical transformations and symbolic objects.

- ○ **Folktales:** There are many types of folk tales but you are going to mark this if they are Trickster Tales, Beast Tales, Pourquoi Tales, and Cumulative Tales. Basically, anything with a tale after the name. Oh, no tall tales or fairy tales, please. They get their own checkbox.
- ○ **Legends:** These books usually have a larger than life character (our hero) and their larger than life accomplishments. There are some facts based on real events or people, but they have been completely blown out of proportion. Well, that is what makes storytelling exciting… and a little exaggeration never hurt anyone, right?
- ○ **Myths:** These books focus on natural phenomena, the creation of the world, nature, and/or human behavior; concepts that humans did not understand very well in the past. Depending on the explanation, you can get a creation myth or a hero myth, etc. You will get lots of gods and goddesses and mythical creatures.

29. Forms

This category was also a big ticket item for debate (besides its partner, genre). Many people confuse genre with forms-- us included. The best way to explain this is by example: You could have a text in the form of a poem, but it's genre is historical fiction (and it's topic is about the Dust Bowl, which is a subject of Social Studies). Forms provide the shape for what is written through arranging and coordinating the text to get a specific result. These tools also have their own characteristics and can be combined with genres to help authors express meaning.

- ● Epistolary: This form is written as a series of documents, usually letters or journals; however, it has been expanded to include newspaper clippings, social media, transcripts, etc.

If the book has many of these items but is not told throughout, please use text features.

30. Text Structures

Text structures are the overall way that the author has organized the content and there are specific language signals for these structural patterns that help readers. Text

structures are to nonfiction, as genres are to fiction. Here are the most used organizational structures:

- **Categorical:** Information is presented in categories, usually main idea or topic then followed up by subtopics and their supporting details.
- **Cause & Effect:** Information that provides the reader with explanations, helping them to understand how things are related.
- **Chronological/Sequence:** Information that is presented in the order in which things happened or should happen based on time.
- **Compare & Contrast:** Information that shows how things are similar and how they are different.
- **Description:** Information that uses sensory language to provide important details and connections so the reader can determine how something looks, feels, smells, moves, feels, etc.
- **Problem & Solution:** Information that provides the reader with a problem and a solution to the problem.
- **Pros & Cons:** Information that provides the reader with many different points to consider and what the pros (positives) and the cons (negatives) are for that specific topic.
- **Question & Answer:** Information that raises a question for the reader and then the author provides the answer.

Sometimes authors use a variety of text structures in their writing, feel free to check off any that apply or just include the major ones.

31. Text Features

Text features (or its PC term Access Features) are used to help the reader navigate through the text making the book reader-friendly. Since text features can appear anywhere in the book make sure you do a quick scan of the pages for these items, especially the front and back matter, so you can check all that apply.

There are some text features that might be confusing… so here is a little clarification.

- **Additional Information:** Anything that does not identify as one of the other text features, just click here.

- **Charts vs Tables:** Charts and tables are both used to represent data; however charts represent data in a visual manner (lines, bars, circles) while tables represent facts and figures in a row and column format with words and numbers.
- **Diagrams vs Drawings vs Illustrations:** Diagrams specifically show how something works or the relationship between all the parts of a whole (like a schematic). While drawings are two-dimensional art that uses a medium to represent objects or forms, it differs from an illustration because it can stand alone. Illustrations always accompany the text because they are "pictures" that specifically represent it.
- **Warning:** Authors can be funny people, but they generally care about their readers. Some authors put a literal warning to their readers at the beginning of their book to get the reader excited and make them laugh or to get them emotionally ready for the journey they are about to take.

32. Topics

Topics are the smaller units within a subject. Like for example, natural disasters are a part of science. Topics are not to be confused with themes, which are the underlying meanings or messages the author is trying to convey to readers. Topics are generally nonfiction based and explicit-- they are "the what" of the book.

33. Subjects

A subject refers to a particular field of knowledge. If your book features a subject, like for example an historical fiction novel that features the Great Chicago Fire of 1871, you might consider checking the subject that is under for educational purposes. In this case, I would check off the Social Studies box and Civics, History, and maybe even Government. It is best practice to pull on fictional and non-fictional sources when learning more about a subject to include the whole human experience. Don't worry, multiple boxes can be checked as needed as it applies to a book.

34. Dates

Multiple boxes can be checked as needed as it applies to a book. If none apply or information is not given, it should be left blank. You can also add a specific date in the tag field, like 1871, to search for it later.

35. U.S. Historical Events

Here you will find most of the major wars and conflicts in US History. We looked at numerous historical and nonfiction books to come up with the list of the "most popular" events. If you have a book that features an event that takes place in another part of the world or is not featured on this list and it happened in the US, like the Great Chicago Fire of 1871, please add it as a tag.