

Advanced Level

1.1 Define and articulate the information need

- Examine the scope, methodologies and potential boundaries of the topic
- Develop a research proposal

1.2 Understand the purpose, scope and appropriateness of a variety of information sources

- Be aware of collections/resources with their own indexes/access points (archives, maps, parliamentary, tests, concordances)
- Be aware of unpublished materials (theses, manuscripts)
- Understand the purpose and function of a citation database
- Be aware of the potential and limitations of different search engines and subject directories

1.3 Re-evaluate the nature and extent of the information need

- Sort and limit results of advanced searches on databases

1.4 Use diverse sources of information to inform decisions

- Use the principal resources for the subject – appropriate for time, place, level and form of information
- Know the wider range of print reference sources available for background research (biographical dictionaries, yearbooks, gazetteers)
- Use specialised library online or in-person services as a gateway or contact for other sources of information (document delivery, information desk, subject specialists)
- Know of other experts and practitioners, professional organisations, official and business organisations, community resources
- Know about literature on scholarly methods and writing

2.1 Select the most appropriate methods or tools for finding information

- Use advanced strategies to search the catalogues of different libraries
- Independently identify relevant databases/print indexes
- Identify the best web search tools for a particular research topic
- Understand and use the methodology and vocabulary of the discipline/subject

2.2 Construct and implement effective search strategies

- Implement a search strategy in various information retrieval systems using different user interfaces, command languages, protocols and search parameters
- Use thesauri and indexes where available
- Formulate appropriate search strategies
- Demonstrate an understanding of the stages involved in the literature search process

2.3 Obtain information using appropriate methods

- Demonstrate competency in using a range of databases and other online tool.

2.4 Keep up-to-date with information sources, information technologies, information access tools and investigative methods

- Know how to subscribe to automatic update services of databases and journals
- Use relevant email discussion groups, chat-rooms, newsgroups
- Recognise the value of citation management software (eg. EndNote)
- Know about appropriate strategies to recover 'lost' information

3.1 Assess the usefulness and relevance of the information obtained

- Evaluate and compare the performance and content of various databases/indexes
- Identify gaps in the information retrieved
- Compare 'knowledge gained' with prior knowledge to determine the value added
- Recognise inaccuracies in information retrieved
- Evaluate search results in terms of the original information need

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3.2 Define and apply criteria for evaluating information

- Evaluate web sources using established criteria (credibility, authority, accuracy, timeliness, audience and purpose)
- Examine and compare information from various sources in order to evaluate reliability, validity, accuracy, authority, currency, and point of view or bias
- Understand how to do a literature review
- Appreciate the significance of academic journal ranking systems (eg. Web of Science)

3.3 Reflect on the information seeking process and revise search strategies as necessary

- Understand that different research outcomes (essay, dissertation) require different research strategies
- Repeat the search using the revised strategy as necessary
- Plan a time effective strategy

4.1 Record information and its sources

- Thoroughly record all search strategies, sources used, locations of sources

4.2 Organise (order/classify/store) information

- Understand how to reference information found in any format (print, online, multimedia)
- Cite resources accurately in the preferred (Departmental) style
- Know the difference between citing published, unpublished and non-print materials
- Manage and retrieve bibliographic references effectively, from a citation manager (eg. Endnote)
- Disaster prevention - keep backups in different locations

5.1 Assimilate new information by adding to or modifying existing personal knowledge

- Understand that information and concepts in any discipline are at least in part the result of social construction
- Appreciate the significance of 'subjective' and 'objective' statements

5.2 Use augmented/modified knowledge to address specific information needs

- Recognise established formatting and style criteria

6.1 Acknowledge cultural, ethical, and socio-economic issues related to the access and use of information

- Understand the processes relating to privacy of information

6.2 Recognise that information is underpinned by values and beliefs (particularly with regard to those held by Maori)

- Be knowledgeable of the difference between Maori, European and other views of, and access to, knowledge

6.3 Conform with conventions and etiquette related to the access and use of information

- Understand how copyright affects non-print materials, particularly Maori

6.4 Legally obtain, store, and disseminate text, data, images, or sounds

- Recognise that copyright law for some materials may not be obvious and that advice from another party may be required