

Core Level

1.1 Define and articulate the information need

- Identify the main concepts in a topic

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

- Understand that the library catalogue contains no details at chapter and journal article level
- Know of different types of literature (journal article, reference book, textbook)
- Know about library services (Reference & Lending services, Reserve, Copying)
- Know how to interpret fields in a bibliographic record for citation and location
- Know how to interpret references in reading lists and bibliographies
- Know of different formats for information e.g. microform, online etc
- Know that items in library databases may/may not be held at the University of Otago or even within NZ, ie. Library databases are NOT the Library catalogue
- Know the difference between academic and popular sources
- Understand basic library terminology (journal, database, citation, catalogue)
- Understand that information can be interdisciplinary
- Understand what the web is, basic web terminology and basic navigation skills

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

- Limit by date, media, format to narrow searches on the catalogue
- Sort by title, author, publication date to edit search results on the catalogue

1.4 Use diverse sources of information to inform decisions

- Know about Library subject guides, departmental homepages and subject directories as gateways to quality information resources on the web
- Know that the catalogue leads to diverse formats such as book, multi-media, CD- ROM and audiotape

2.1 Select the most appropriate methods or tools for finding information

- Know how to find the University of Otago Library homepage
- Know that the catalogue, databases and the Library homepage aid searching and location of resources within the library AND beyond
- Use Reserve menu to search by course for recommended readings
- Use the help function for support and advice
- Know that the University of Otago has several Libraries based in four different divisional areas in three different cities
- Understand that information is organised differently in the various Library branches
- Know how to use the Basic Search, Guided Search, Course Reserve and Login functions of the library catalogue

2.2 Construct and implement effective search strategies

- Construct and implement effective keyword searches using appropriate synonyms
- Know how to interpret library terminology and abbreviations
- Understand that call numbers denote item locations
- Understand that subjects may be in more than one Library and location
- Understand that the Library holdings are arranged by Library branch, collection, format then subject
- Use basic www navigation skills
- Use keyword and exact searching techniques (title, author, journal, subject and series)
- Use the help function for support and advice

2.3 Obtain information using appropriate methods

- Access online resources via the catalogue using hyperlinks
- Know how to view your Library record and reasons for using this function
- Place a 'Recall' on an item
- Understand how to check citation in catalogue to see if item is held
- Understand what information is required to locate an item

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

- Know how to access online library resources from on and off-campus
- Know how to use several desktop windows to move between catalogue, database and web resources
- Use Blackboard for coursework
- Use the Library homepage to access Services, Hours, Catalogues
- Know when and how to access ITS support

3.1 Assess the usefulness and relevance of the information obtained

- Assess number, accuracy and relevance of sources retrieved

3.2 Define and apply criteria for evaluating information

- Distinguish facts, opinion, and bias
- Understand and apply initial criteria for evaluating the information retrieved

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

- Assess the number and relevance of sources retrieved and refine search strategy as required
- Recognise limitations of a search strategy

4.1 Record information and its sources

- Record and acknowledge sources retrieved
- Know what elements are essential to any citation
- Reference a variety of items (book, chapter, journal article)
- Understand that different types of literature require different forms of citation

4.2 Organise (order/classify/store) information

- Create and manage bookmarks
- Use the library catalogue to save lists and to export from the library catalogue
- View and save records in short or complete form
- Email/download/print/export information in a variety of formats (citation/abstract/fulltext)
- Email/download/print information from the www
- Disaster prevention - in managing or storing information, backup work as often as you can

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

- Determines whether information sought satisfies the original need

5.2 Use their augmented/modified knowledge to address specific information needs

- Choose appropriate communication media such as email

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

- Understand concepts and issues relating to copyright, censorship, and intellectual freedom

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

- Apply reasoning to determine whether to incorporate or reject viewpoints encountered

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

- Understand the ethical reasons for avoiding plagiarism

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

- Demonstrates an understanding of copyright and fair use of copyrighted material