Intermediate Level

1.1 Define and articulate the information need

- Modify the information need to achieve a manageable focus

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

- Distinguish scholarly, popular, official, historical, current, primary & secondary information
- Understand the catalogue leads to resources in the Library AND beyond
- Know how to identify and interpret New Zealand-wide library holdings
- Understand that library databases contain indexed subject references to journal articles
- Understand there are different types of library databases (index, abstract, fulltext) with different geographic and subject coverage
- Understand that search results are presented according to various ordering principles (relevance ranking, author, title, date, or publisher)
- Understand that databases may index other resources in addition to journals (eg. books, reports)
- Understand the www leads to some excellent resources but evaluation skills are required

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

- Sort and limit results of basic searches on library databases
- Sort and limit results on an appropriate www search engine

1.4 Use diverse sources of information to inform decisions

- Use discipline specific as well as multi-disciplinary resources
- Use Library subject guides, departmental homepages and subject directories as gateways to quality information resources on the web
- Use search engines to locate web resources by implementing appropriate search strategies

2.1 Select the most appropriate methods or tools for finding information

- Know and use the core reference tools in the discipline
- Select the appropriate government & statistical publications that are relevant in the discipline
- Understand what information is required to locate the item

2.2 Construct and implement effective search strategies

- Know the different stages involved in the literature search process
- Know how to search University of Otago Library catalogue using:
  - Subject searches
  - Additional terms to narrow searches: add terms
  - Hyperlinks to authors, subjects or series
- Understand that a national bibliographic database links bibliographic records and their NZ holdings
- Use national bibliographic database to verify citations
- Know how to search national bibliographic database effectively including the use of
  - Heading searches for author, title, subject and serial title
  - Keyword searches for keyword, phrase, essential words and truncated words
  - Builder searches for advanced combining of fields and concepts
- Use online search techniques (Boolean operators, limiters, truncation) to identify relevant citations
- Use the database help function for support and advice

2.3 Obtain information using appropriate methods

- Know how to access other NZ library catalogues
- Know how to use document delivery services
- Know how to check citation in library catalogues or national bibliographic database to find the item

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

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Intermediate Level

- Enhance understanding of the 'visible web' and how to search effectively

3.1 Assess the usefulness and relevance of the information obtained

- Assess number and relevance of sources retrieved
- Use the components of a citation (date, format, subject headings or elements of a URL) to choose those most suitable
- Recognise inaccuracies, misinformation and deception in information retrieved

3.2 Define and apply criteria for evaluating information

- Understand and apply criteria for evaluating the information retrieved and its sources; accuracy, validity, relevance, completeness, and impartiality
- Evaluate websites by a variety of criteria to assess the authority and relevance of the source

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

- Know how to use' history' / 'saved search' functions to access and modify previous searches
- Critically assess number and relevance of sources retrieved and refine search as required
- Review information retrieval resources used and expands to include others as needed

4.1 Record information and its sources

- Record all pertinent citation information
- Recognise important elements within a record and understand the significance of the citation
- Reference e-resources using recommended styles
- Use a consistent citation style when acknowledging web sources
- Store e-resources using recommended styles

4.2 Organise (order/classify/store) information

- Know how to manage national bibliographic database records
- View and save records in various formats
- Interpret fields in a record
- Email/download/print/export information in a variety of formats (citation/abstract/fulltext/html/PDF)
- 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

- Recognises interrelationships between concepts and draws conclusions based on information gathered

5.2 Use augmented/modified knowledge to address specific information needs

- Uses a range of information technology formats

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

- Understand issues relating to belief systems represented by authors

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

- Understand and respect indigenous and multicultural perspectives of using information

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

- Know when and how to give credit to information and ideas from others by appropriately citing sources

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

- Respect intellectual property rights in relation to different types of material

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