

The following multi-leveled list describes skills necessary for students to be information literate. **Items marked with an asterisk (*) indicate necessary skills for developmental learners.**

General

Basic

1. Identify available resources (e.g. print, electronic, human, image, etc.). *
2. Acquire the ability to match resources to the information needed (e.g. when to use a reference versus a circulating book, or when to use a database versus when to use the Internet). *
3. Distinguish between a journal, magazine, and newspaper.
4. Brainstorm keywords from a topic and/or topic sentence. *
5. Demonstrate the ability to search with keywords in online catalogs, databases, and Internet search engines. *
6. Apply advanced options in Internet search engines (e.g. exclude certain domains, dates) *
7. Understand how lists of search results from electronic sources are organized.
8. Access and use other libraries' resources.
9. Locate material within a library both physically and electronically. *
10. Use call numbers to locate physical materials within a library. *
11. Navigate within basic resources (e.g. using indexes and table of contents). *
12. Distinguish between citations, abstracts, and full-text in online resources. *
13. Interpret parts of bibliographic citations and abstracts (e.g. how to determine an article's length; how to use the abstract as a summary). *
14. Demonstrate correct application of citation formats (MLA, APA, Chicago, etc.).
15. Apply web site evaluation skills (authority, timeliness, accuracy, perspective). *
16. Capture data retrieved from online resources (e.g. print, email, save). *

Advanced

1. Understand how the process of scholarship works (publication, peer-review).
2. Match & navigate increasingly complex resources (e.g. e-books and e-journals).
3. Use Boolean search strategies (and, or, not).
4. Distinguish between primary and secondary resources.
5. Understand the distinction between keywords and controlled vocabulary (e.g. Library of Congress Subject Headings).
6. Create browse/controlled vocabulary searches by title, author, and subject in a library catalog.
7. Set limits and sort results in online resources (format, full text, peer-reviewed).
8. Employ subject headings and descriptors when searching databases.
9. Understand the ethical issues surrounding information use (e.g. copyright, plagiarism, etc.).

Subject Specific

1. Identify and use subject specialty resources (e.g. sciences require more serial literature, and art needs images).
2. Brainstorm keywords from a specific discipline using that subject's terminology.
3. Search for information in subject specific databases using keywords and controlled vocabulary.
4. Know core resources (e.g. books, websites, journals, professional organizations, etc.).
5. Use the citation style recommended for subject area (e.g. MLA, APA, Chicago, etc.)

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