

Cut 1 ↓

↓ Cut 2

← Cut 3

# Understand the Information Landscape

Level 1

← Cut 4

# Understand the Information Landscape

Level 2

← Cut 6

# Understand the Information Landscape

Level 3

← Cut 5



## Understand the Information Landscape

### Level 1

- Be able to identify a limited number of key sources of information in the subject area or context
- Have experienced using a limited number of formats of information (e.g. books, journals, websites), as appropriate to the course
- Be able to articulate the key characteristics of different information types (e.g. print / electronic, primary / secondary, freely available / subscriber only / invisible web) as relevant to the subject or context



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## Understand the Information Landscape

### Level 2

- Be able to identify a range of key sources of information in the subject area
- Have experienced using a range of formats of information (e.g. bibliographic records, full text, abstracts)
- Use knowledge of key resources and their characteristics to independently select appropriate resources for the task as relevant to the subject or context



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## Understand the Information Landscape

### Level 3

- Be able to select and use a wide range of sources appropriate to the discipline, from the Library and beyond
- Use knowledge of resources and their characteristics to independently select appropriate resources for the task
- Be aware of sources of current information for keeping up to date and able to select and use those most appropriate to needs



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Plan and carry  
out a search

Level 1

Plan and carry  
out a search

Level 2

Plan and carry  
out a search

Level 3

## Plan and carry out a search

### Level 1

- Be able to identify the 'knowledge gap' and what information is needed to fill it
- Be able to determine appropriate keywords including synonyms
- Know how to adapt a search (for example, broadening or narrowing by adding or removing keywords, or using different ones)
- Be able to plan and carry out a search in a database on a pre-defined topic using pre-defined resources
- Be able to find an article or book from a reference



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## Plan and carry out a search

### Level 2

- Be familiar with the general principles of effective searching
- Be able to recognise common search features across different databases and the web
- Be able to use a range of database functionality (e.g. truncation, phrase searching, date limits, combining search terms) within a single database
- Be able to independently carry out a simple subject search within a single database
- Be able to use judgement to appropriately adapt a search, including the decision to use a new database
- Be able to interpret database results (e.g. bibliographic or full text), and use results functionality (e.g. sorting, saving, exporting)



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## Plan and carry out a search

### Level 3

- Be able to identify and frame problems or research questions and to select appropriate information to address these
- Be able to use search techniques and common search functions with confidence
- Be able to search familiar and unfamiliar sources independently and confidently, refining the search as needed (e.g. broadening and narrowing)



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Critically evaluate  
information

Level 1

Critically evaluate  
information

Level 2

Critically evaluate  
information

Level 3

## Critically evaluate information

### Level 1

- Be familiar with and begin to apply appropriate quality criteria to evaluate pre-defined information
- Be able to use appropriate quality criteria in a broad sense to carry out initial filtering of material from searches



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## Critically evaluate information

### Level 2

- Be able to use appropriate quality criteria to evaluate a range of resources (e.g. books, articles, websites) effectively
- Be able to use appropriate quality criteria to filter results



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## Critically evaluate information

### Level 3

- Apply appropriate quality criteria to critically evaluate information from any source to determine authority, bias, etc, which sometimes may be subtle to detect
- Be able to use appropriate quality criteria to filter results, and also to focus on the most relevant information within documents



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Manage and communicate  
your results

Level 1

Manage and communicate  
your results

Level 2

Manage and communicate  
your results

Level 3

## Manage and communicate your results

### Level 1

- Know what is meant by plagiarism
- Know what a reference is, the information required to create a reference, and that references can be created in different styles
- Be aware of the need to accurately record search results
- Be able to select appropriate references to produce a reference list and in-text citations as required for course assignments



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## Manage and communicate your results

### Level 2

- Be able to produce an accurate list of references for common sources using the appropriate style
- Be able to record search results accurately
- Be aware of different systems available for managing references (e.g. social bookmarking tools, card index, diary, Refworks)



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## Manage and communicate your results

### Level 3

- Be able to accurately and appropriately refer to the thoughts and ideas of others in your work
- Be aware of the range of tools and techniques for managing and exporting references (e.g. card index, Refworks) and able to select and use as appropriate



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Cut 1 ↓

↓ Cut 2

← Cut 3

# Understand the Information Landscape

Masters

# Plan and carry out a search

Masters

# Critically evaluate information

Masters



## Understand the Information Landscape

## Masters

- Be able to work independently to attain an in-depth and up-to-date knowledge of your subject alongside a broader contextual knowledge
- Be able to use a comprehensive range of sources in any media, including appropriate sources of specialised information (e.g. archives, data sets, special collections, colleagues and contacts in research networks)
- Understand how research information is generated and disseminated
- Have a critical and systematic approach to keeping up to date using the most appropriate tools and resources (e.g. RSS, mailing lists)



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## Plan and carry out a search

## Masters

- Be able to define clearly the scope of a research question and have developed relevant criteria to filter large quantities of information
- Be able to search independently with confidence and fluency across information sources in any medium (e.g. print, electronic)
- Understand how Library databases work (e.g. fields, records, indexing) and be able to apply this knowledge to improve searches
- Be able to independently conduct a thorough search of the literature
- Be able to make effective use of research outputs (e.g. reports, conference proceedings, journal articles)
- Understand the concept of citation searching and use it effectively to retrieve information



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## Critically evaluate information

## Masters

- Apply critical appraisal skills, including judgements on reliability and validity, to own work and the work of others
- Understand the value of peer reviewed sources whilst maintaining a critical stance



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# Manage and communicate your results

Masters



a

LEVEL 2

b

Information  
Literacy Levels  
Framework  
Facilitation  
Cards Series

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- Be able to use a suitable method for managing a large volume of information
- Be able to synthesise information from a range of diverse materials on complex subjects
- Be able to write a comprehensive review of the literature in your subject
- Be able to share and communicate information using appropriate online tools (e.g. research networks, social bookmarking, blogging)
- Be aware of the ethical and legal requirements surrounding the use and reuse of information and know where to seek advice
- Be able to construct a major bibliography and reference a large range of materials (e.g. using bibliographic management tools)



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