









THE INFORMATION LITERACY PROCESS

 <p style="text-align: center;">Defining</p>	<p>What is the problem I have to solve? <i>What are the key ideas, words and questions that define the task?</i> <i>What information do I need?</i> <i>What do I already know about the issue?</i> <i>What more do I need to find out?</i> <i>What form does my response need to take?</i> <i>Is its purpose to inform, analyse or persuade?</i> <i>What is the best way to conduct this investigation?</i> <i>What is the timeframe for this response?</i></p>
 <p style="text-align: center;">Locating</p>	<p>Where can I find the information I need? <i>Which sources would best meet my needs?</i> <i>Should I</i></p> <ul style="list-style-type: none"> • <i>use primary or secondary sources</i> • <i>conduct interviews</i> • <i>collect data through surveys</i> • <i>undertake observations and/or experiments</i> • <i>examine images such as photographs, maps, and charts</i> • <i>rely on print or electronic media sources</i> <p><i>Should the majority of resources be factual or opinion pieces?</i> <i>How can I identify the purpose of the resource?</i> <i>Where can I find those resources?</i> <i>Do I need help to find those resources?</i> <i>How can I ensure the resource is authoritative, accurate, current, objective and relevant?</i> <i>Does the resource suit the purpose of my information need and my response?</i> <i>How will I cross-check my information to confirm its accuracy?</i></p>
 <p style="text-align: center;">Selecting</p>	<p>How can I search these sources effectively? <i>Which main ideas am I looking for?</i> <i>Are there any clues and cues to help me navigate this resource such as a contents page or a menu??</i> <i>Which search terms will be the most effective to help me find the relevant information?</i> <i>How will I record the information I find so I can use my own words to present it?</i> <i>Are there any critical quotes I can use to give my work authority?</i> <i>What examples and explanations can I provide as evidence for my arguments?</i> <i>Does the information I have selected address the set task?</i> <i>How will I credit my sources?</i></p>
 <p style="text-align: center;">Interpreting</p>	<p>What is this information telling me? <i>Is this information a factual report or an opinion piece?</i> <i>Who has taken responsibility for this information?</i> <i>From whose perspective has it been written?</i> <i>Do they have a vested interest in this cause?</i> <i>What view of the world is it presenting?</i> <i>Is it satirical or a parody?</i> <i>Does it confirm, challenge or change my beliefs or opinions?</i> <i>Are the arguments supported by credible evidence?</i> <i>Is there an underlying agenda or message being pushed?</i> <i>Have alternative perspectives been offered without bias?</i> <i>Whose voice is not heard?</i> <i>Does it still meet my needs?</i></p>

 <p>Organising</p>	<p>How can I organise my information so I understand it better?</p> <p>Would a graphic organiser be an appropriate tool to use? Does the information need to be in a special order? How can I use headings and graphics to make my message clearer? Have I used my own words to express my response? Is my response logical, coherent and sensible? Is it arranged in paragraphs with a topic sentence and supporting details and evidence? Can I summarise some of my information in a table, graph or chart? Are the accompanying illustrations relevant to my response? Have I explained their purpose? Is there an opposing view I need to consider and include? Have I answered the focus questions and addressed the task set? Is there a rubric to guide the standard of content and format? Do I need more information? Have I collated a Reference List in the required format?</p>
 <p>Presenting</p>	<p>How can I share this information with other people?</p> <p>What is the purpose of this presentation –to inform, explain, analyse, or persuade? How will this shape the nature of my presentation? Who would be interested in my information? What are the needs of my audience? What is the best format to demonstrate my learning and meet those needs? What are the key elements of this format/medium that I need to include? Have I included everything I want to share? How can I present it with confidence and competence?</p>
 <p>Assessing</p>	<p>What have I learned from this?</p> <p>Did I answer my focus questions and address the task? Did I use the rubric to guide my response well? How have my skills improved? Which parts did I do really well? Which parts would I change if I did the assignment again? Which parts do I need support with in the future? How well did I contribute to the work of my group? Did I manage my time well?</p>
 <p>Reflecting</p>	<p>Where from here?</p> <p>How does what I have learned connect with what I already knew? How have my knowledge and understanding been confirmed, challenged or changed? How does it help me make sense of the world? What have I learned that I need to remember for</p> <ul style="list-style-type: none"> • a short time • a long time • the rest of my life <p>Now that I know this, how can I use it? Now that I know this, what action should I take?</p>

Barbara Braxton, M.Ed.(TL), M.App.Sci.(TL), M.I.S. (Children's Services)

September 2015



The Information Literacy Process by Barbara Braxton is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](https://creativecommons.org/licenses/by-nc-sa/3.0/).