

Checklist of Student IL Skills

GENERAL INFORMATION

- Know what they don't know
- Know whom to ask for research help
- Understand research jargon, e.g., "peer-reviewed"
- Follow the steps of a research process
- Estimate time needed for research
- Generate a research question

FIND

- Find different formats of sources
- Differentiate between internet search engines & library databases
- Distinguish between online catalogs and databases
- Brainstorm keywords & alternate terms for a topic
- Conduct effective searches using Boolean operators (AND, OR, NOT)
- Find & Use controlled vocabulary, e.g., subject terms
- Search by field, e.g., author, title
- Distinguish format of items in search results (book chapter vs journal article)
- Use encyclopedias appropriately
- Find full text of articles
- Find books using Library of Congress classification (LC)
- Know how to revise a search

USE

- Analyze data & statistics
- Summarize, analyze, & critique the words & ideas of others ethically
- Use various citation styles
- Use in-text citations

SYNTHESIZE

- Incorporate the ideas of others into your own knowledge.

EVALUATE

- Analyze search results for relevance & credibility
- Distinguish between popular & scholarly sources
- Evaluate information & sources critically

Ways the Library Can Help

STUDENTS:

- Information literacy classes
- Classroom visit by librarian
- Library Modules & other tutorial
- 5 ways to contact a librarian for research help:
 - Reference Desk
 - Email: nvclibrary@alamo.edu
 - Phone: 486-4513
 - Text: 390-1112
 - Chat: www.alamo.edu/nvc/library
- Citation help:
 - NoodleTools
 - MLA handbook, 8th edition
 - Help at Reference Desk
- Library's research guides. Arranged by subject. Find one for your class!
<http://nvcguides.libguides.com/>

FACULTY:

- Ask a librarian to create a research guide tailored to your class & your assignment
- See if the library has materials to support your assignments
- Help plan a research assignment
- Make recommendations for library purchases
- Research assistance for faculty (grants, articles, thesis, etc.)
- Questions about OER

(Adapted from Checklist of Student Skills, Information Literacy Group of Maricopa Community Colleges)