

## Information Literacy Plan for Undergraduate Education *University Libraries*

The University Libraries' instruction program is built around three levels of contact with students – each addressing ascending skills.

The goal of the program is that all students graduating from Kent State University are able to identify and use the appropriate information tools for their discipline.

<b>Freshmen</b>	<b>Level I: Orientation</b>
	<p>Level I instruction aids students in their transition from high school to college, supporting student success and retention. Instruction at this level seeks to:</p> <ul style="list-style-type: none"> <li>• Reduce anxiety toward academic libraries and college-level research.</li> <li>• Create awareness of key services and resources available through the library (reference desk, multimedia support, tutoring, etc.).</li> <li>• Use information ethically (plagiarism, style manuals).</li> </ul> <p>Students may also be introduced to the Basic Skills listed below.</p>
<b>Freshmen - Sophomore</b>	<b>Level II: Basic Skills</b>
	<p>Level II instruction focuses on basic information skills and resources. Instruction at this level teaches students to:</p> <ul style="list-style-type: none"> <li>• Identify information needs and retrieve relevant information.</li> <li>• Analyze topic statements and formulate search strategies.</li> <li>• Search for and retrieve books and scholarly articles.</li> <li>• Evaluate information found on the public web.</li> <li>• Use information ethically (plagiarism, style manuals).</li> </ul> <p>Students may also be introduced to the basic tools of their discipline.</p>
<b>Junior - Senior</b>	<b>Level III: Discipline-Specific Skills</b>
	<p>Level III instruction builds on Level II skills by applying them within the context of the students' major field of study. Instruction at this level focuses on</p> <ul style="list-style-type: none"> <li>• Increasing student awareness and use of resources within their discipline</li> <li>• Advanced searching skills.</li> <li>• Using bibliographic management utilities (Refworks).</li> <li>• Defining the publication cycle of their discipline.</li> <li>• Emphasizing critical evaluation of all sources.</li> </ul>

## **Information Literacy Outcomes – University Libraries**

### **Level I: Orientation**

Student will:

- 1.1. Find library buildings and spaces welcoming and comfortable.
- 1.2. Find library web sites welcoming and accessible.
- 1.3. Be aware of key library services:
- 1.4. Be aware of key library resources:
- 1.5. Understand University Policy on plagiarism.
- 1.6. Locate books in library buildings using LC call numbers.

### **Level II: Basic Skills**

Student will:

- 2.1. Identify information needs in the form of a research question.
- 2.2. Identify available resources (e.g., research databases, books, human, public web, etc.).
- 2.3. Match available resources to specific information needs.
- 2.4. Distinguish between articles in journals, magazines and newspapers.
- 2.5. Analyze research question to identify keywords or main ideas.
- 2.6. Request materials from other libraries.
- 2.7. Create search statements for online catalogs and databases using keywords.
- 2.8. Apply Boolean operators to search statements for online catalogs and databases.
- 2.9. Locate materials in electronic /online library collections.
- 2.10. Distinguish between citations to book and articles.
- 2.11. Evaluate initial search results from online catalogs and databases for relevancy to needs.
- 2.12. Save and email information from online catalogs and databases.
- 2.13. Apply web site evaluation skills.
- 2.14. Demonstrate correct use of style manuals.
- 2.15. Limit search results by location, material type and date.
- 2.16. Understand copyright law and concept of intellectual property.

### **Level III: Advanced / Discipline-Specific Skills**

Student will:

- 3.1. Understand how information is created in general.
- 3.2. Understand how information is created and communicated within their discipline.
- 3.3. Distinguish between primary and secondary resources.
- 3.4. Understand subject headings and controlled vocabularies.
- 3.5. Apply advanced search options in web search engines.
- 3.6. Utilize a bibliographic management tool (e.g., Refworks) to organize and manage information source citations.
- 3.7. Be proficient in accessing and searching specialized resources within their discipline.
- 3.8. Demonstrate mastery of principals of information ethics (copyright, style manual, etc.) within their discipline.