

<b>INFORMATION LITERACY AND TECHNOLOGY COMPETENCY [DRAFT]</b>
<b>1. DEFINING THE TOPIC OR TASK</b>
1.1 Explore the general topic relevant to the task; get a broad overview.
1.2 Narrow the topic; formulate the focus. Define the problem and clarify objectives.
1.3 Identify keywords and related terms.
1.4 Identify information requirements; determine the nature and extent of information needed.
<b>2. INFORMATION SEEKING</b>
2.1 Identify and prioritize likely sources of information. Formulate a research strategy.
2.2 Identify task-appropriate starting points such as the Library website or resource guides, and determine which selections are most relevant.
<b>3. ACCESSING INFORMATION</b>
3.1 Find and access sources of information within the determined selections effectively and efficiently.
3.2 Locate desired information within individual sources.
3.3 Identify and note the source of the information so it can be cited correctly.
<b>4. SELECTING INFORMATION</b>
4.1 Examine and evaluate each information resource individually. <ul style="list-style-type: none"> <li>-Determine relevance to task and objective.</li> <li>-Distinguish free internet from database sources; choose accordingly.</li> <li>-Distinguish popular from scholarly sources; choose accordingly.</li> <li>-Distinguish primary from secondary sources; choose accordingly.</li> </ul>
4.2 Accept or reject information resources. Examine and compare information from various sources. Evaluate relevance, reliability, validity, accuracy, authority, currency, and bias.
4.3 Amass a collection of appropriate sources for the given purpose. Examine compiled information and assess whether additional information sources are needed.
<b>5. USING INFORMATION</b>
5.1 Take notes or otherwise gather, record, or store the information for later use.
5.2 Organize information in a way that addresses the topic, problem, or task.
5.3 Incorporate information from variety of appropriate sources effectively.
5.4 Integrate selected information into own knowledge base and value system.
5.5 Present the information accurately and effectively in a way that addresses the task or accomplishes the stated purpose.
5.6 Accurately cite or attribute information. <ul style="list-style-type: none"> <li>-Identify elements essential for properly citing an information source.</li> <li>-Select an appropriate citation style.</li> <li>-Use that style consistently when citing sources.</li> </ul>
5.7 Evaluate the resulting project or product; loop back as needed to any step in the information process.
<b>6. USING TECHNOLOGY</b>
6.1 Choose when to use technology and when not to (e.g. understand when F2F is preferable to electronic communication).
6.2 Choose technology tools appropriate to the given purpose.
6.3 Use current applications (including specific features of appropriate tools) as needed, to store, organize, present, and convey information effectively and efficiently.
6.4 Use electronic communication and presentation tools effectively and responsibly to participate meaningfully in the Champlain and broader learning communities.
<b>7. RECOGNIZING IMPLICATIONS</b>
7.1 Understand issues associated with information and technology use, such as privacy, confidentiality, security, intellectual property, and responsible use. Consider the ethical and legal implications when using information and technology.
7.2 Develop a self-learning approach to technology; be prepared to adapt to new technologies.