

Information Literacy Booklet



**Contents**

 Information Literacy

Where to Start

The Big6

Dewey Decimal System

Bibliography / Plagiarism

Referencing

Referencing Examples / Template

Glossary

**Information Literacy**

**Definition:**

What does "information literacy" mean? **It means being able to access**, **analyse**, **evaluate** **and communicate information.**

Information literacy involves these following steps:

1. Planning research or posing a question — for example, "Is global warming real?"
2. Organising a way to search for the answer “thinking about thinking.” At this point you can use the Big6 model.
3. Finding resources — such as databases, documentary films, web sites, books, and local experts.
4. Evaluating the resources and thinking critically about them — who made the message and why? What is left out of the message? How might others view the message differently?
5. Expressing the information learned by creating a written piece of work, a power point presentation, a blog etc.

‘Information Literacy’ is an important part of your school education. You will use this skill for every subject from S1 to S6.

Whenever your teacher asks you to find out information on a topic, a person, a place or to answer a simple question you will need to use ‘Information Literacy’ skills to find out facts and complete your task.

‘Information Literacy’ skills last a lifetime so get into the habit now of thinking about how to plan, find, evaluate and express information.

**Where to Start:**

Pupils should ask themselves simple questions about topics that interest them.

Perhaps use a spider diagram or mind map to organise your questions and thoughts. This is called **brainstorming**.

You can either draw a diagram on a piece of paper like this one on bullying:



Or if you prefer, you can brainstorm online using the following website: <https://bubbl.us/>

Once you have jotted down your initial thoughts and feel confident that you have a made a start move onto **‘The Big6’** process to help you work through the rest of your research.

**The Big6**

****

The Big6 is an internationally used, step-by-step process for carrying out information skills. It is aimed at secondary aged pupils and beyond.

**\*If you do not know the meaning of any of the words please take a look at the glossary which you will find at the end of this help guide.\***

**The Big6 Skills:**

1. Task Definition

1.1 Define the information problem

1.2 Identify information needed

**Use spider diagrams, mind mapping, group discussion and talk with your teacher to establish that you fully understand what you are being asked to do.**

2. Information Seeking Strategies

2.1 Determine all possible sources

2.2 Select the best sources

**Look at the non-fiction books in your school library, surf the Internet, visit your local library or download an e-book to your mobile device such as a Kindle or iPad. Rely on the support of your teacher and school librarian to look at all possible information sources and to judge which will suit you best.**

3. Location and Access

3.1 Locate sources (intellectually and physically)

3.2 Find information within sources

**Become familiar with the ‘Dewey Decimal System’ to find non-fiction books in any library. More on this system in the next section. Use the contents and index pages of books and websites to find the right information. Use information in different formats – written, visual and audio.**

4. Use of Information

4.1 Engage (e.g., read, hear, view, touch)

4.2 Extract relevant information

**Skim and scan the information you find. Take down notes. Remember you don’t have to write out your notes in full sentences. Use bullet points, spider diagrams etc. As you work you must judge in your mind what facts you believe to be important and relevant to your topic. If you need help with this ask your teacher or librarian.**

5. Synthesis

5.1 Organise from multiple sources

5.2 Present the information

**Once you feel satisfied with the amount of notes you have taken from a variety of different sources you must now pull them together to form an essay, presentation etc. Please remember to avoid plagiarism you must change the notes into your own words and ideas (more on this on page 8 of this booklet). You may not need to use all your notes for your final piece of work. This is another judgement you need to make whilst working through the task.**

6. Evaluation

6.1 Judge the product (effectiveness)

6.2 Judge the process (efficiency)

**Before you hand in your completed assignment to your teacher think about how confident you are that you have answered the questions or completed the task. What mark would you give yourself? How did you find working through the Big6? What would you do differently next time?**

Many of you will already follow this process when researching, without being aware of it. Some of you may follow a few of the steps but not others. To make sure that you are successful in completing any task your teacher/s set you get into the habit of following each of the Big6 steps. Before long they will become second nature.

**Dewey Decimal System**

To help you find non-fiction books in the library please note that they are organised by the ‘Dewey Decimal System’ which is a number system used to classify factual books.

If you go into any library anywhere in the world non-fiction books are classified in exactly the same way. Your school library has posters on the wall to help you understand the Dewey Decimal System and all the shelves are clearly labelled. But if you’re stuck don’t hesitate to ask your librarian Mrs Scott.

The system is as follows:

000 – Computers, Information and General Works

(Computers, the Internet, Encyclopaedias)

100 – Philosophy and Psychology

(Astrology, Dreams and Ghosts)

200 – Religion

(Religious Education, World Religion)

300 – Social Sciences

(Environment, Fairy Tales, Governments)

400 – Language

(Dictionaries, Foreign Languages, Sign Language)

500 – Science

(Astronomy, Nature, Maths)

600 – Technology

(Inventions, Human Body, Cooking)

700 – Arts and Recreation

(Arts and Crafts, Music, Sport)

800 – Literature

(Plays, Poetry, Humour)

900 – History and Geography

(Travel, Biography, Genealogy)

**Bibliography / Plagiarism**

At the end of your project you must include a bibliography. This is a list of the books and websites you have used to find your information. Get into the habit of noting the title and author of each book or the address of each website that you use whilst researching. ​

It is essential that you include a bibliography because your teacher needs to know the source of your information i.e.: where you found it.​

But it's not enough to just list where you found your information. You must also avoid plagiarism. ​

Plagiarism is when you use the words or ideas of someone else as your own. You can do this deliberately (which is called cheating) or more commonly you can accidentally plagiarise.​

The easiest way to avoid plagiarism is to fully UNDERSTAND the facts you have noted down about your animal. If you understand and know them inside out then you can present them your own way, using your own words. ​

Do not copy and paste. This is cheating.​

Do not use the words and ideas you have gathered from the books as your own. This is cheating.​

Change them into your own words. Use them to form your own, original ideas about your topic.​

Sometimes you are unable to use your own words therefore you MUST credit the original author. This is called REFERENCING.



**Referencing**

Referencing is when you give credit to the author by placing words you have used from the original source in quotation marks. You can reference single words, phrases or paragraphs. ​

When we reference a book or a website we use a system called the 'Harvard' referencing system. Examples of how to reference using this system are as follows:

BOOK -

**Bibliography Example:**​

FAMILY/SURNAME, Initials. (Publication year in brackets) *Book title - italicised or underlined.* Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.​

JACKSON, T. (2002) *Nature Watch: Monkeys.* London: Lorenz Books.​

**In-Text Example:**​

“*Quotation*” (Jackson, 2002, p.27)​

WEBSITE -​

**Bibliography Example:**​

Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year - in brackets) *Title of website in italics or underlined.* Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].​

*BBC NEWS. (2008) Factory gloom worst since 1980.* [Online] Available from: <http://news.bbc.co.uk/1/hi/business/7681569.st>m. [Accessed: 19th June 2012].​

**In-Text Example:**​

“*Quotation*” (BBC, 2008)​

**On the next couple of pages you will find a handy table to help you write out references for any books and websites you have used.**

​

**BOOK -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Author Name****(SURNAME, Initials)** | **Year of Publication****(in brackets)** | **Book Title****(Italicised or Underlined)** | **Series Title / Volume (if applicable** | **Edition****(if not the first)** | **Place of Publication** | **Publisher** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**WEBSITE -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Author of Website****(SURNAME/FAMILY, Initials or WEBSITE NAME if no author available)** | **Year****(in brackets)** | **Title of Website****(*Italicised* or underlined)** | **Any numbers if necessary or available if website is part of a series** | **[Online]****In square brackets** | **Available From****(URL)** | **[Accessed: followed by date]****In square brackets** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Glossary**

All definitions taken from the Oxford Dictionary Online.

**Accessing**

= “The act of finding information via online or physical resources.”

**Analysing**

= “The act of looking at information in detail, typically in order to explain or interpret it.”

**Bibliography**

= **“**A list of the books referred to in a scholarly work, typically printed at the end.”

**Classify:**

= “Arrange (a group of people or things) in classes or categories according to shared qualities or characteristics.”

**Evaluating**

= “To form an idea of the amount, number or value of the information you have found.”

**Communicating**

= “To share or exchange the information you have found.”

**Definition**

= “The exact meaning of a word.”

**Effectiveness**

= “The degree to which something is successful in producing a desired result”

**Efficiency**

= “

**Engage**

= “Establish a meaningful connection with the information found through understanding.”

**Extract**

= “To take or remove by means of understanding.”

**Identify**

= “To recognise of distinguish.”

**Information**

= **“**Facts provided or learned about something or someone.”

**Organise**

= “To arrange information in an ordered way.”

**Plagiarism**

= “The practice of taking someone else’s work or ideas and passing them off as one’s own”

**Referencing**

= “The act of crediting the authors of the sources used, both in the body of the text and in the bibliography.”

**Strategy / Strategies**

= “A plan of action designed to achieve a long-term or overall aim.”

**Synthesis**

= “To combine different pieces of information to form a connected whole piece of new information.”