

Undergraduate Information Literacy Programme Structure

An undergraduate should be able to perform the criteria below by the end of their final year. The criteria may be covered at different times over the degree programme depending on discipline. A variety of activities for each criteria can be found in the toolkit [\[link\]](#).

Standard 1	Criteria
Recognise a need for information	
Criterion 1	Able to identify current level of information literacy
Criterion 2	Understand where and how to obtain information resources
Criterion 3	Understand the need to use information to carry out assignments
Criterion 4	Understand the need to use both print and electronic resources
Criterion 5	Able to use general reference resources to increase familiarity with a topic
Criterion 6	Able to define specific information needs
Criterion 7	Able to define concepts of a topic for a presentation or essay
Criterion 8	Able to construct a basic search strategy
Criterion 9	Able to construct a robust search strategy suitable for a research project
Criterion 10	Ability to redefine/ modify information sought on basis of materials found for project
Standard 2	Criteria
Distinguish ways the	

information gap may be addressed	
Criterion 1	Understand characteristics and appropriate use of information (eg differences between books and journals)
Criterion 2	Understand publication cycles and issues of currency
Criterion 3	Understand how to use the library catalogue
Criterion 4	Able to select print and electronic sources with some guidance
Criterion 5	Knowledge of using library services
Criterion 6	Ability to select range of appropriate subject resources for essay or undertaking a project without guidance
Standard 3 Construct strategies for locating information	Criteria
Criterion 1	Understand the need to use appropriate search tools
Criterion 2	Understand electronic resources as a complex mix of free and subscribed information
Criterion 3	Understand the limitations of information located by search engines
Criterion 4	Understand subject gateways and how they differ from search engines
Criterion 5	Understand what a database is and how it works
Criterion 6	Able to transfer a keyword into a subject search and incorporate synonyms
Criterion 7	Ability to utilise specialist search tools appropriate to information needs

Criterion 8	Understanding of other library catalogues as the way to discover holdings elsewhere
Standard 4 Locate and access	Criteria
Criterion 1	Able to use the library catalogue to reserve and renew items
Criterion 2	Able to use keywords to search for material on a topic
Criterion 3	Understand how electronic access to library resources works
Criterion 4	Understand the way the library organises information for easy retrieval
Criterion 5	Able to use online and printed help to search for information
Criterion 6	Able to redefine search strategy based on previous result sets
Criterion 7	Able to use subject gateways and search engines to locate material
Criterion 8	Able to use electronic resources to locate full text material
Criterion 9	Ability to use truncation and Boolean search techniques
Criterion 10	Able to use both simple and advanced functionality for searching databases
Criterion 11	Ability to sort result sets in electronic resources
Criterion 12	Understand use of interlibrary loan, access to other libraries e.g. British Library and UK Libraries Plus

Criterion 13	Ability to construct complex searches for use across a range electronic resources
Standard 5 Compare and evaluate	Criteria
Criterion 1	Able to select and summarise appropriate information
Criterion 2	Understand issues of accuracy, relevance, bias and credibility relating to information sources.
Criterion 3	Ability to choose range of materials on topics, taking into account currency, bias, authority, accuracy, relevance and comprehensiveness
Criterion 4	Awareness of peer review process in journals
Standard 6 Organise, apply and communicate	Criteria
Criterion 1	Understand the need and methods for keeping records of searches and resources found
Criterion 2	Able to cite printed and electronic sources using suitable referencing styles
Criterion 3	Comply with copyright and plagiarism rules
Criterion 4	Ability to create bibliography of variety of materials used to write essays
Criterion 5	Ability to keep systematic records of material found for major project
Criterion 6	Understanding of copyright issues relating to electronic resources
Standard 7 Synthesise and create	Criteria

Criterion 1	Able to write an abstract of own work
Criterion 2	Ability to create new knowledge in a project through synthesis and development of existing information
Criterion 3	Understand methods of current awareness
Criterion 4	Able to conduct a literature review