

# Information Literacy Standards for the Georgia State University Library

## Basic Skills

After completing library instruction, lower division students should be able to:

### I. Brainstorm a Research Topic:

1. Distinguish between a broad and specific research topic
2. Formulate a research question/thesis statement
3. Choose search terms
4. Develop search strategies (using synonyms and database search tools)

### II. Have a Base Knowledge of Resources (what the Library owns and what the resources do, cover, etc.):

1. Choose appropriate resources for research needs
2. Be able to navigate off campus access
3. Interpret catalog and/or database records

### III. Navigate the Library Website (focus on tools, not marketing):

1. Know the URL (<http://www.library.gsu.edu>)
2. Know how to locate the library Web site from the GSU Web site
3. Know how to locate research tools (e.g. subject guides, databases, etc.) on the library Web site

### IV. Search the Library Catalog:

1. Exact Search
  - a. Title search
  - b. Author search
  - c. Journal Title search
  - d. Subject Heading search
2. Keyword Search
  - a. Keyword search
  - b. Subject search
3. Interpreting search results
  - a. Location
  - b. Status
  - c. Holdings information

### V. Search Periodical Databases:

1. Know how to use Basic Search
2. Know how to interpret search results
  - a. Read a citation
  - b. Article title vs. source title

- c. Full-text or Find It @ GSU (SFX)
3. Know how to mark, print, email, or download records
4. Use search limits
5. Use Advanced Search, as needed

VI. Locate Materials in the Library:

1. Correctly use LC call numbers
2. Correctly use maps, signage, and locations

VII. Get Resources from Other Libraries:

1. Understand the purpose of and know how to use the GIL Universal Catalog
2. Know how to use GIL Express
3. Know how to use ILLiad
4. Know when to use GIL Express and when to use ILLiad
5. Know about other options for getting materials, such as Interlibrary Use and ARCHE cards

VIII. Use Information Appropriately:

1. Distinguish between scholarly and popular journals
2. Evaluate print and electronic resources, especially Web sites
3. Understand what plagiarism is and how to avoid it

**Advanced Skills**

IX. After completing library instruction, upper division students should be able to:

1. Identify and use specialized reference sources in the major field, e.g., subject dictionaries
2. Use special features of subject databases, e.g., chemical structure searching in SciFinder Scholar
3. Select controlled vocabulary specific to the discipline
4. Use appropriate subject-based style manuals and/or citation style formatting software
5. Describe how research literature is generated and disseminated in the major subject
6. Identify and use unique resources in the major subject, e.g., case studies (business) and datasets (geography)
7. Use appropriate criteria to evaluate and select resources suitable for upper-division work, such as relevance, scope, authority, objectivity, and currency
8. Perform cited reference searches in order to follow a research topic forward and backward in time
9. Conduct a comprehensive literature review for papers/projects, including books, journal articles, dissertations, technical reports, non-print media, etc.
10. Analyze a body of research literature, drawing conclusions and developing new insights
11. Apply ethical and legal principles to the use of information in all formats and contexts
12. Apply acquired information and research skills in new situations and contexts
13. Use research collections beyond the local library when needed (e.g. special libraries and archives)

(We are indebted to Susan Klingberg of California State University for these guidelines.  
<http://www.topsy.org/ChecklistLoUp05.pdf>)