Proposed statement for programme handbooks

Information literacy on your programme

Developing confidence and competence in information literacy (IL) skills is essential to successful academic work, but often these kinds of skills are taken for granted. IL skills involve recognising when information is needed (for example, to complete your assignment) and being able to locate, evaluate and use that information effectively. Using your IL skills could include accessing information in traditional learning resources, like books and journals, or using newer technologies such as wikis, blogs or podcasts.

You will already have a number of IL skills (although you may not realise it yet!); examples of skills that students typically have before starting university study are:

- Use a computer to a basic level;
- Use standard applications (Word, Excel, PowerPoint) to a basic level;
- Use the Internet and email to a basic level.

As part of your studies, you will have the opportunity to further develop your IL skills, so that you can successfully manage your own learning and become more effective independent, lifelong learners. Here are some examples of IL further skills that you will typically develop at each level:

**Level 3/4**

Locate and make use of library resources; log on to the University network and access key resources and services, including Blackboard, Webmail and F-drive, on and off campus; identify SOLAR as the key tool for finding information in the Library and perform a search for information using this resource; use online reading lists, use appropriate methods to search for information on the internet and define and avoid plagiarism by the correct referencing of materials.

**Level 5**

In addition to skills developed at level 3/4, carry out an organised literature search for a given topic and select resources relevant to your need (e.g. journals, e-books), access and search several databases and manage the search results, and confirm knowledge of referencing.

**Level 6**

In addition to skills developed at previous levels, apply a systematic approach to locating information on a given topic, independently select several databases to search for relevant information using advanced techniques, access and evaluate information from the internet, and construct a bibliography and reference a range of information sources in an appropriate and correct manner.

**Level 7**

In addition to skills developed at previous levels, identify and define the information required on a given topic and use research skills to identify relevant information resources such as subject databases and journals, manage and critically evaluate the information found and reference appropriately.

If you need any further information or help please contact your Academic Support Librarian at: www.salford.ac.uk/library/subjects

More details and information on Information Literacy at Salford can be found at: www.salford.ac.uk/library/infolit