Information Literacy

Information Literacy for Your PolyU Curriculum: a University Library Instruction Programme

Introduction

Information Literacy (IL) is recognized internationally as an essential competence for effective participation in education, employment and society. By helping students to develop IL skills, we are preparing them to think critically, use information effectively for their academic, professional and personal lives, and access and use information ethically and legally.

The University Library has developed and delivered an array of IL programmes and materials to help students to develop independent learning and research skills. Library instruction delivered in the context of a discipline-specific course is considered one of the most effective means to enhance students' research skills. To this end, the University Library has prepared the following IL content to integrate into courses and curricula with very specific learning targets.

Course-related instruction, conducted by Faculty Librarians is available to enhance any course within any academic discipline. These sessions, in hourly units, can be tailored to your course needs. Faculty Librarians could work with you to decide which topics to cover and the duration to suit your needs. They could also work with you to decide on the specific skill development you require and could evaluate the effectiveness of the programme post-delivery.

The Library has prepared exercises/tasks to assess how well the students have attained the learning outcomes. We hope that faculties/instructors would consider incorporating these exercises/tasks as part of their course work and would include this assessment as part of the students' grading. Faculties/instructors are most welcome to discuss and collaborate with Faculty Librarians in designing their course content and any other forms of assessment.

First Year Level

Content and Emphasis: The content of IL for 1st year students will focus on basic library skills which are essential for their studies. Topic highlights include an overview of library collections and services, information searching techniques, and ethical use of academic information.

Applicability: For any 1st year courses including Freshman Seminars. A programme with more contact hours could be designed to cater for a one or a half credit curriculum requirement.

Contact Hours: *approx.* 1	Teaching / Learning Methodology: Lectures with demos	Class Size: 40-60

Intended Learning Outcomes:
- Ⓐ Familiarize students with the Library collections, rules & services
- Ⓑ Select appropriate research tools to gather resources for assignments
- Ⓒ Formulate search strategies efficiently and effectively to gather information
- Ⓓ Avoid plagiarism and use of resources ethically by giving proper citations

Assessment Methods:
- ⓘ Attendance
- �ⓘⓘ Library skill exercises
- ⓘⓘⓘ Evaluation questionnaire
- ⓘⓥ Compulsory online IL programme after class

Subject Synopsis / Indicative Syllabus:
- ① Introduce collections, facilities and services in the Library
- ② Identify information needs for different research environments
- ③ Differentiate and select appropriate information tools
- ④ Demonstrate to use Discovery Tool to access a broad range of library materials
- ⑤ Extract, gather and manage information through different means such as PolyU eLinks, and HKALL
- ⑥ Introduce what constitutes plagiarism in academia and the basics of references and citation styles

Contact Hours: *approx.* 2	Teaching / Learning Methodology: Lectures with demos, Group discussions	Class Size: 40-60

Intended Learning Outcomes:
- Ⓐ Ⓑ Ⓒ Ⓓ
- ＋Ⓔ Evaluate resources critically before using them in assignments

Assessment Methods:
- ⓘ ⓘⓘ ⓘⓘⓘ ⓘⓥ

Subject Synopsis/ Indicative Syllabus:
- ① ② & with warm-up exercises: information needs
- ③ & Web resources ＋④ ⑤ ⑥
- ⑦ Evaluate information for its appropriateness
- ⑧ Create references based on a citation style (e.g., APA)

Contact Hours: *approx.* 4	Teaching / Learning Methodology: Lectures, Tours*, Labs & Small group discussions*	Class Size: 40-60

Intended Learning Outcomes:
- Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
- ＋Ⓕ Understand the information cycle in academia

Assessment Methods:
- ⓘ ⓘⓘ ⓘⓘⓘ ⓘⓥ

Subject Synopsis / Indicative Syllabus:
- ① & tours ＋② & warm-up exercises: information needs
- ＋③ & Web resources ＋④ & subject specific databases
- ＋⑤ ⑥ ⑦ ⑧
- ＋⑨ Identify stages in information cycle
- ＋⑩ Introduce Reference Management Tools for managing citations

The Library may vary class times and/or locations for small group activities due to large student population.

Second Year / Third Year / Postgraduate Level

Content and Emphasis: The content of IL for 2nd year/3rd year/Postgraduate level will provide students with more in-depth knowledge of library resources and their use, and more practice opportunities in experimenting with the use of subject related resources and formulating advanced search strategies. The focus will also be placed on tools related to course content and student assignments.

Applicability: For any 2nd year/3rd year/Postgraduate courses. Faculties/instructors are welcome to discuss with Faculty Librarians on specific needs for courses and learning styles or collaboration with programmes. For example, library instruction can be integrated into a Research Methodology course with the aim to develop students' library research strategies and help students make the most of library research.

Contact Hours: *approx.* 2	**Teaching / Learning Methodology:** Pre-class activities, Workshops, Class discussions	**Ideal Class Size:** 20-25

Intended Learning Outcomes:
Ⓐ Identify different types of information sources and their use
Ⓑ Use Discovery Tool to access library materials effectively
Ⓒ Create effective search strategies for retrieving relevant information
Ⓓ Use subject-specific databases to perform literature searches on specific topics and identify literature relevant to a chosen topic
Ⓔ Evaluate information

Assessment Methods:
ⓘ Attendance
ⓘⓘ Worksheets
ⓘⓘⓘ Compulsory online IL programme after class

Pre-class Activities:
① Group exercise: Find books/articles listed in a reading list

Subject Synopsis/ Indicative Syllabus:
① Introduce different types of information sources and their use
② Find materials using Discovery Tool
③ Introduce subject-specific electronic resources
④ Search techniques for database searching, e.g., Boolean operators, phrase searching, field-specific searching
⑤ Use databases to find articles and other primary and secondary sources, e.g., IEEE Xplore for Engineering students
⑥ Introduce criteria for evaluating information

Contact Hours: *approx.* 4	**Teaching / Learning Methodology:** Pre-class activities, Workshops, Group discussions	**Ideal Class Size:** 20-25

Intended Learning Outcomes:
Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ
+ Ⓕ Identify parts of a citation and compile bibliographical references accurately

Assessment Methods:
ⓘ ⓘⓘ ⓘⓘⓘ
+ ⓘⓥ Group assignments

Pre-class Activities:
①
+ ② Group work: Literature review

Subject Synopsis/ Indicative Syllabus:
①
② & Renew and request materials, HKALL
③ ④
⑤ & Get full text articles from and outside PolyU Library
⑥ & Find and evaluate information on the WWW
+ ⑦ Avoid plagiarism; introduce citation style for a specific discipline, e.g., APA style for Social Sciences discipline

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Contact Hours: *approx.* 6	**Teaching / Learning Methodology:** Pre-class activities, Workshops, Group discussions	**Ideal Class Size:** 20-25

Intended Learning Outcomes:
Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ Ⓕ
+ Ⓖ Use Reference Management Tools to manage references and generate bibliography in a specific citation style

Assessment Methods:
ⓘ ⓘⓘ ⓘⓘⓘ ⓘⓥ
+ ⓥ Individual assignment

Pre-class Activities:
① ②
+ ③ Group work: Find information on the Web for a topic

Subject Synopsis/ Indicative Syllabus:
①
② & Renew and request materials, HKALL
③ ④
⑤ & Get full text articles from and outside PolyU Library
⑥ & Find and evaluate information on the WWW
+ ⑦
+ ⑧ Use Reference Management Tools to handle references and bibliographies

One-Credit Course

Content and Emphasis: Students will be exposed to an overview of the information literacy and research skills required to succeed in university. They will develop their skills in identifying, locating, evaluating and using resources within and beyond the University Library. Emphasis is on the effective use of the Library's print and electronic resources, including electronic journals, databases, and the Web. Most importantly, students learn to cite information correctly and use information critically and ethically.

Applicability: A programme of 14 contact hours to be integrated into any programmes/curricula or as a stand-alone elective programme. Faculties/instructors are welcome to discuss with Faculty Librarians on the adoption of any part of the programme based on the discipline's teaching needs or any other forms of collaboration.

Contact Hours: 14	Credit: 1	Teaching / Learning Methodology: Lectures, Workshops, Group Discussions, Visits	Class Size: 40

Intended Learning Outcomes:
- Ⓐ Determine the nature and extent of the information needed
- Ⓑ Access needed information effectively and efficiently
- Ⓒ Evaluate information and its source critically
- Ⓓ Use information effectively to accomplish a specific purpose (e.g., write a paper)
- Ⓔ Access and use information ethically and legally

Assessment Methods:
- ⓘ Attendance
- ⓘⓘ In-class exercises
- ⓘⓘⓘ Individual assignments
- ⓘⓥ Group assignments

Subject Synopsis / Indicative Syllabus:
1. Use libraries – types of libraries/information centers, resources (e.g., librarians, collections), services (e.g., Interlibrary Loans) & facilities
2. Understand research process (e.g., research needs, topic, search strategy, search, evaluation, citation) & information cycle
3. Understand economic, legal and social issues involved in finding and using information ethically
4. Recognize plagiarism and use of correct citation (& Reference Management Tools)
5. Find materials using Discovery Tool
6. Use e-book collections (& free e-books)
7. Use e-journal collections
8. Use databases
9. Search information on the Web
10. Evaluate information

Contact Information

Faculty/School	Librarian	Tel.	E-mail
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Equipped to be Information Literate for Now and the Future