



DEVELOPING AN INFORMATION LITERACY MINDSET



1. Always Define the Problem or Task At Hand First

ASK YOURSELF: What do I know; what am I looking for; what do I need to know?

2. Find Information Resources

ASK YOURSELF: Where can I find the needed information sources – go online, or better yet, speak to a reference librarian, or perhaps, do both; use key word association strategies; figure out what types of information sources you need such as interviews, government reports, corporate reports, surveys etc.?

3. Analyze and Evaluate Information Resources

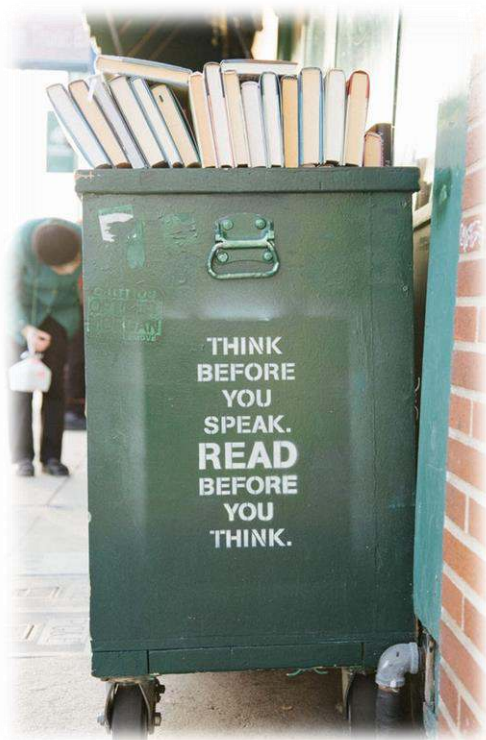
ASK YOURSELF: Does the information I find give me the answers that I need; if not, return to step 2; do I need to search for additional information? How do I extract the most important pieces of information (rules/steps to assess important information) from my information pool?

4. Communicate Your Findings

ASK YOURSELF: What is the best way to communicate my findings; how do I incorporate the information into a final product such as a report or presentation; who will be my audience (s); what are the ramifications of presenting my findings; in what ways do I need to follow up?

Your best advocate is either your campus reference librarian or your workplace librarian.

Finally, if you really want to achieve any type of academic, personal, and professional success, then integrate this critical skill set throughout your everyday school, work, and life activities!



Spread the Word!

Want to Achieve College and Career Success?

Then,

**Make sure to share this Fact Sheet with your peers,
friends, and family!**