

# Information literacy: Self-audit



The University Of Sheffield.

Adapted from:

[https://www.sheffield.ac.uk/polopoly\\_fs/1.98183!/file/self-assessed-skills-audit.doc](https://www.sheffield.ac.uk/polopoly_fs/1.98183!/file/self-assessed-skills-audit.doc)

- 1 = wide experience
- 2 = some experience
- 3 = a little experience
- 4 = no experience
- 5 = don't know

The information literate student is

<b>1. a critical, analytical and creative thinker</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• relate and compare data from different sources, identify issues and obtain relevant information</li> </ul>					
<ul style="list-style-type: none"> <li>• reason and apply decision making processes and consider how to find solutions to problems</li> </ul>					
<ul style="list-style-type: none"> <li>• identify appropriate data sources</li> </ul>					
<ul style="list-style-type: none"> <li>• review a range of different points of view and select the most appropriate conclusion</li> </ul>					
<ul style="list-style-type: none"> <li>• distinguish between different types of information to inform conclusions</li> </ul>					
<ul style="list-style-type: none"> <li>• capture key information from written or verbal sources</li> </ul>					
<ul style="list-style-type: none"> <li>• identify significant opportunities and be pro-active in putting forward ideas for problem solving.</li> </ul>					

<b>2. information literate and IT literate</b>					
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• comfortable using computers, including different applications in context</li> </ul>					
<ul style="list-style-type: none"> <li>• knowing where to use information and how to cite and reference</li> </ul>					
<ul style="list-style-type: none"> <li>• understanding how to use different software effectively</li> </ul>					
<ul style="list-style-type: none"> <li>• able to keep up to date with current IT applications and how they can be used to enhance work within and outside school</li> </ul>					
<ul style="list-style-type: none"> <li>• able to evaluate the effectiveness of different information sources</li> </ul>					
<ul style="list-style-type: none"> <li>• able to make effective use of the library and internet resources</li> </ul>					
<ul style="list-style-type: none"> <li>• understand how to present information within their academic context.</li> </ul>					