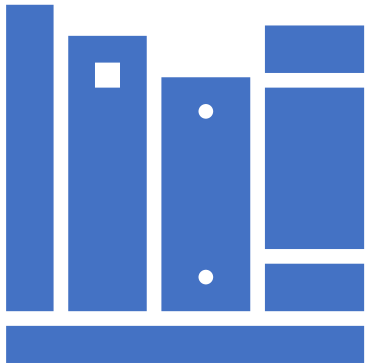


Introduction to Information Skills

Week 1

Introduction



Many students come to University with different levels of research skills. Some will not have used a Library Catalogue before, others will be unfamiliar with journals and how to search the information held within them..

The Information Skills Course will show you:

- ❖ how to develop search strategies and understand the importance of keywords for retrieving relevant information for your assignments.
- ❖ how to search for books and journals using the Library Catalogue (OPAC).
- ❖ what journals are and be able to differentiate between different types of journals.
- ❖ how to search for journal articles using online databases both on and off-campus and how to access the full text electronic version.
- ❖ how to access key web-based resources through the Library web pages.
- ❖ the importance of evaluating the quality of resources.
- ❖ how to reference the resources you have used.

What is information skills?

- Basic to expert-level informational abilities, involved in finding information, and reading, analyzing, interpreting, applying, maintaining, and communicating it skillfully and appropriately.
- Information skills are techniques which you will learn during your time at university to help you not only whilst you are studying, but throughout your life, at any time when you may need to find and use information.

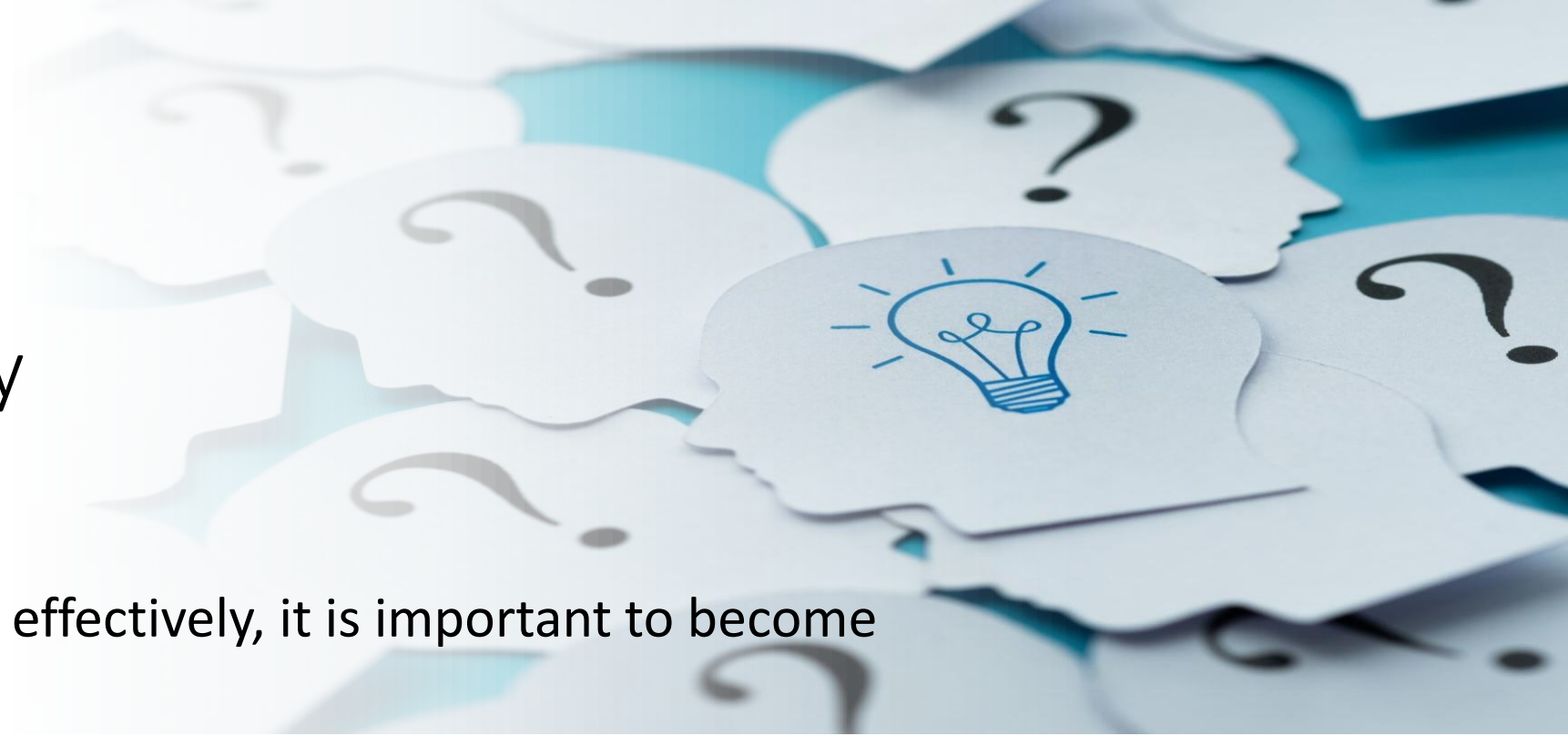
[Information skills - SOAS University of London](https://www.soas.ac.uk/library/resources/skills/)

<https://www.soas.ac.uk/library/resources/skills/>



Information literacy

- In order to use information effectively, it is important to become information literate.
- Information literate can be defined as people who know how to find, organize, evaluate and use information effectively to solve problem or make decision.
- Information literacy defined as the ability to access, evaluate, and use information from a variety of sources.





Information Skills

Finding information

- Places to GO
- Tools to USE
- What to GET
- What to DO

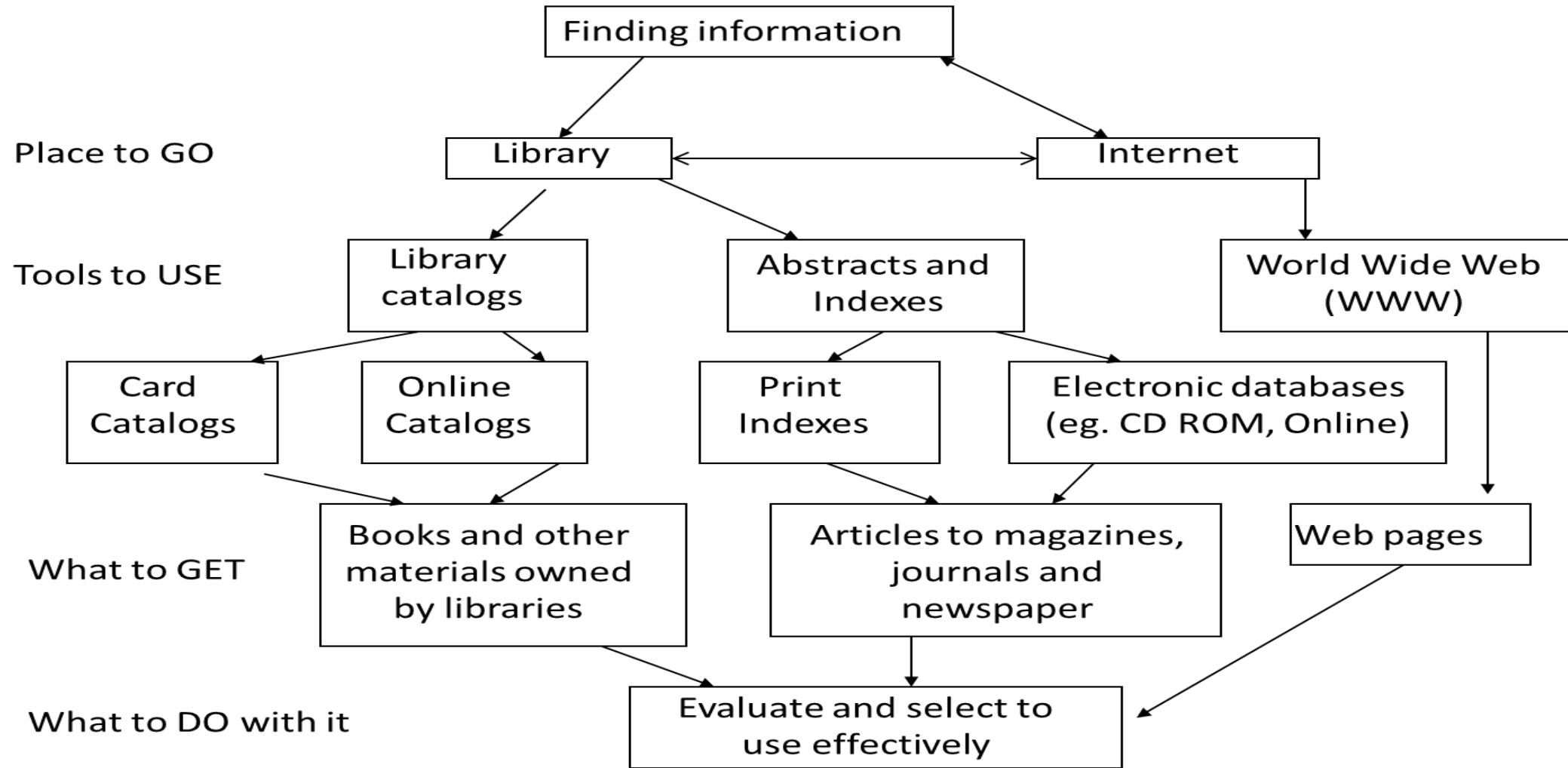


Fig 1. Strategy for using information literacy skill



Data, Information, Knowledge

- ***Data***

- ☐ commonly referred to as 'raw' data. Data could be Numbers, Symbols, Text, Images, Sound recordings, Unit values.
- ☐ a collection of text, numbers and symbols with no meaning. Data therefore has to be processed, or provided with a context, before it can have meaning.
- ☐ Data is derived as recorded facts and figures that result from observation, survey and / or research.

Data, Information, Knowledge

- **Information**

- ☐ Information is *knowledge derived from data*
- ☐ Information is data that has meaning.
- ☐ Information is the result of analysis, synthesis and evaluation based on available data.
- ☐ In other words, the data has been organized, structured, considered, and communicated,
- ☐ Information can consist of data, images, text, documents and sound, combination of different parts



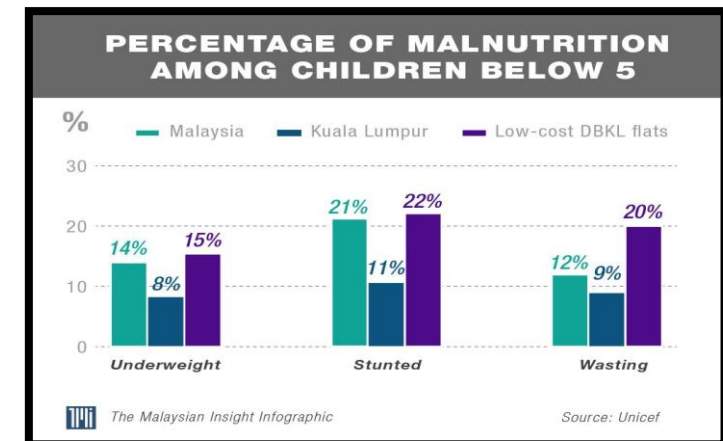
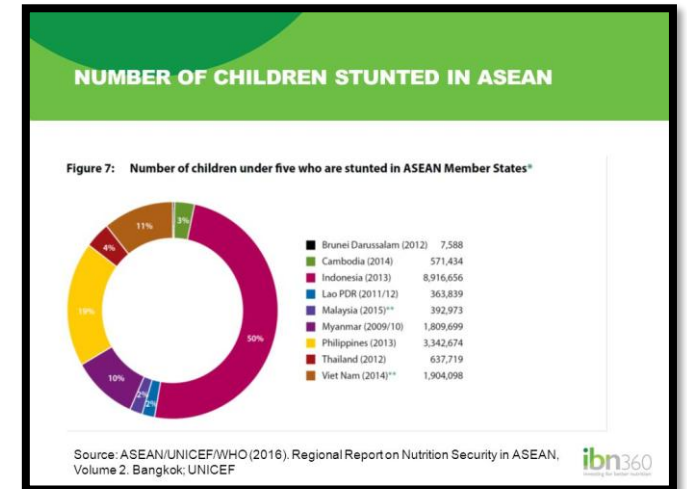
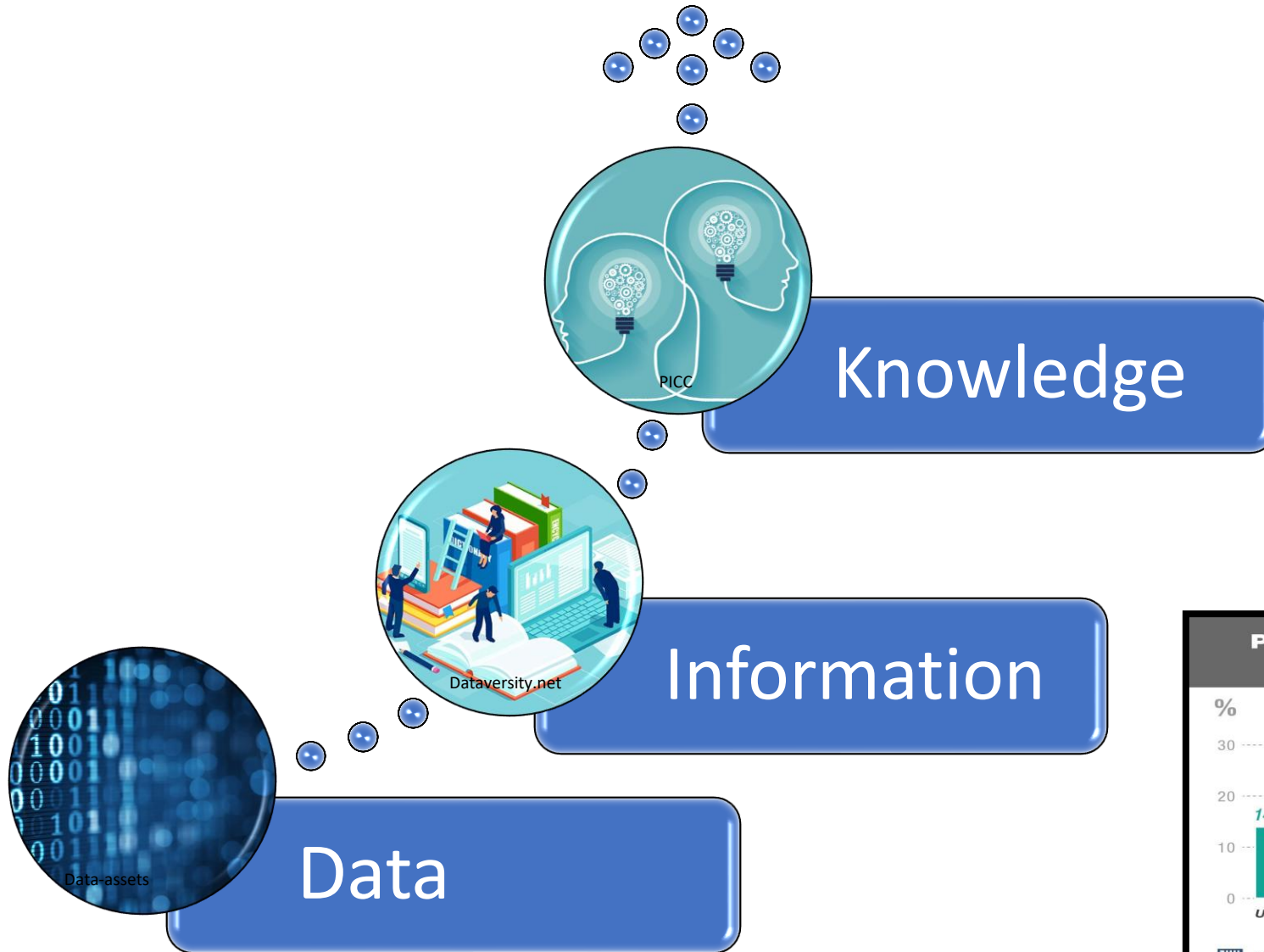


Data, Information, Knowledge

- **Knowledge**

- ☐ Knowledge is data which an individual recognizes as relevant and is thought about, interpreted, stored (in a variety of formats) or used for a purpose.
 - ☐ Knowledge = know-how, experience, understanding.
 - ☐ Two types of knowledge are explicit knowledge and tacit knowledge.
-

Data, Information, Knowledge



There is good information and there is also poor information around us. Now we will look at the characteristics of those two.

Good Information

- ✓ Relevant – information must relate to the business in hand, fulfil the needs of the user.
- ✓ Timely – information must be available when needed, within the time frame desired.
- ✓ Accurate and complete- all available information should be accessible. With emphasis on the right information.
- ✓ Concise – must be understandable to those who use it, and must be able to be absorbed quickly for action.
- ✓ Reduce uncertainty – reduces the unknown about the entity: therefore meet user requirement.

Poor Information

- ✓ Irrelevant - when information is too old or out-of-date
- ✓ Swamping - too voluminous . Quality not quantity!
- ✓ Unclear - not presented in a way that will facilitate a decision.
- ✓ Not all there - may fail to provide a clear sense of the entirety of the problem.

FORMAT OF INFORMATION

PRINTED

- uses paper. Eg: books, magazines, newspaper, and pamphlets.

ELECTRONIC / ONLINE

- use computer to deliver information. Include CD-ROM and Internet.

AUDIOVISUAL

- requires us to watch or listen, example includes slides, films, audio cassette, videocassette, CD, DVD.

MICROFORM

- transform information into microfiche and microfilm and need a viewer to read the information.

SOURCES OF INFORMATION

❑ *People (including ourselves)*

People, ultimately, are the source of all information (i.e. human knowledge either recorded or otherwise) whether we approach them directly, or by way of the organization which employs them, or via something they have written.

❑ *Organizations*

Information can be obtained via an organization's personnel; via its document collection; via its publication; or via its facilities. Example such as commercial organizations, professional associations, etc.

❑ *Literature*

A high proportion of the information will be found in the literature. Examples are books, reports, standards, etc.

❑ *Information services*

Information services mean organization that supply information directly or indirectly, or references to information which could be helpful. Some of the examples are such as computerized information services, online information services, information bureau and brokers.



CATEGORIES OF INFORMATION

- PRIMARY

Those that present or record certain information for the first time (i.e original materials which have not been filtered through interpretation, condensation, or often even evaluation by a second party). Example: artifacts, diaries, photographs, interviews.

- SECONDARY

Sources that compile, analyze, synthesize or edit primary sources or other secondary sources or an index to locate primary sources. Example: textbook, reviews, translation.

- TERTIARY

Information which is a distillation and collection of primary and secondary sources. Example: Bibliography, index, abstract.



Thank you