

Transcript

Title: Find information (Library Clips)

Author(s): Swinburne Library

Audio/video for this transcript available from: <http://commons.swinburne.edu.au>



Information skills help you to find, evaluate and use information effectively and ethically.

The development of these skills will be useful while you are studying and throughout your career.

This video shows a 5 step process to finding information for your assignments.

You need to:

- understand your task
- plan your search
- access quality resources
- evaluate the information
- and finally, acknowledge your information sources.

Before you start looking for information, take some time to understand the task.

Are you clear about what you are being asked to do?

What type of assignment is it and what are the requirements?

For example, are you being asked to prepare an essay, a report, a case study or a literature review.

What is the main topic? You can use online encyclopedias and subject dictionaries to help you to understand key concepts.

Do some background reading. Begin by looking at textbooks and lecture notes that you think would be relevant to the topic.

Most essays or assignment questions include instructional words such as discuss, evaluate, compare or critically analyse. These words tell you how to respond to the question.

If you require more help with understanding your assignment task contact your tutor, elearning advisor or the Learning and Academic Skills advisory service.

Now that you understand the task, you are ready to plan a search strategy.

Start by creating a list of words relevant to your topic.

Not all literature uses the same keywords so consider listing other related words and synonyms. Also include spelling variations. You can use brainstorming or mind mapping techniques to develop your list further.

Next, refer to a range of information sources to find the information that you are looking for.

You may find books and journals useful as well as a range of authoritative sources such as legislation, standards, statistics, government or company reports.

You need to access quality resources.

Use the keywords that you identified in your search strategy to search the library resources.

The library provides access to a comprehensive range of online databases containing a variety of information sources, including articles, reports, statistics and legislation.

Access databases via search the library. Some databases are also listed under the library search box.

You can access a complete list using the A-Z databases link.

It is important to evaluate the information you have found. Is the information relevant to the topic?

Does the information back up your argument and/or answer the key questions?

Does it provide the level of detail required for the assignment?

If you need the most recent research, is it up to date?

Academic practice requires you to acknowledge all the information sources that you have used in your assignment. Make sure you have the full details of each resource.

For help with referencing go to the library web site. These pages include examples of different styles such as Swinburne Harvard and APA and tools to make it easier to reference your assignments.

To summarise, to find information for your assignments, follow the five step process.

Step 1, make sure you understand the assignment task.

Step 2, plan your search to improve results.

Step 3, search the library and relevant databases to find quality information.

Step 4, evaluate information to ensure relevance to the assignment.

And, Step 5, make sure all information sources used have been correctly acknowledged.

For more information, speak to a library staff member, contact us online or visit the library website.

[END OF TRANSCRIPT]

[END OF TRANSCRIPT]

