A Quick Guide to Finding Information for Assignments

www.waikato.ac.nz/library

To start

Make sure you understand the assignment. Clarify it with your lecturer if unsure.

Begin with your course materials:
- Assignment guidelines
- Waikato Reading Lists
- Set text (if applicable)
- High demand (Search by paper code in Library Search)

Next steps

- Recommended readings
- Additional readings

Use the reference lists of these readings to identify further items

More

- For more books or journal articles, use Library Search
- Find journal articles in databases e.g. ProQuest, EBSCOHost, A+ Education

Ask for help

Visit a Library Service Desk or VeRD for help to:
- Search smarter
- Identify what to look for:
- Identify where to start looking
- Referencing advice

Use VeRD for expert referencing & information assistance:
1. Go to Moodle elearn.waikato.ac.nz
2. Click ‘Library’ in the top yellow bar
3. Click ‘Virtual Reference Desk’ from the drop down menu
4. Click ‘add this to my Moodle paper listing’

Library Search enables you to explore the Library’s print and online resources through a single search!
Information Literacy & The Assignment Writing Process

1. **Define and clarify your task**
   - What are you being asked to do?
   - What information do you need?

2. **Use information seeking strategies**
   - What type of information?
   - Books, journal articles, websites, newspapers etc
   - Where should you look? Course Readings, library resources, web resources
   - What are the best sources? Do they pass the CRAAP test?
   - Does your answer summarise other people’s ideas, and include your own?
   - How will you find the information?
   - What skills and knowledge do you need?
   - What type of information? Books, journal articles, websites, newspapers etc

3. **Gather information from a range of sources**
   - Gather information from a range of sources
   - What are your readings, unless advised otherwise
   - Have you referenced correctly?
   - What type of information?
   - Books, journal articles, websites, newspapers etc
   - Ask a librarian for advice! It’s our job!
   - How will you find the information?
   - What skills and knowledge do you need?

4. **Sift and select the best information**
   - Sift and select the best information
   - What could be improved next time?
   - How will you find the information?
   - What skills and knowledge do you need?

5. **Synthesise to create something new**
   - Synthesise the ideas (note authors and page numbers for referencing)
   - Make sense of the information
   - Take notes
   - Choose the best information

6. **Evaluate what you have done**
   - Evaluate what you have done
   - If you spend “ages” looking for information, next time get advice from a librarian
   - What could be improved next time?
   - Have you created a thorough answer?

Hints: Always start with your course readings, unless advised otherwise.

Adelaide, Australia: Australian and New Zealand Institute for Information Literacy.
